



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017
T: (213) 236-1800
www.scag.ca.gov

REGIONAL COUNCIL OFFICERS

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Transportation
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MEETING NO. 600

REGIONAL COUNCIL

Please Note Time and Location
Thursday, May 3, 2018
9:00 a.m. – 10:00 a.m.

RENAISSANCE INDIAN WELLS RESORT & SPA
CRYSTAL BALLROOM
44400 Indian Wells Lane
Indian Wells, CA 92210
(760) 773-4444

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Tess Rey-Chaput at (213) 236-1908 or via email at REY@scag.ca.gov. In addition, regular meetings of the Regional Council may be viewed live or on-demand at: www.scag.ca.gov/scagtv

Agendas & Minutes for the Regional Council are also available at:
www.scag.ca.gov/committees

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 236-1908. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.

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**Regional Council
Members – May 2018**

<u>Members</u>		<u>Representing</u>	
President	1. Hon. Margaret E. Finlay	<i>Duarte</i>	District 35
1st Vice President	2. Hon. Alan D. Wapner	<i>Ontario</i>	SBCTA
2nd Vice President	3. Hon. Bill Jahn	<i>Big Bear Lake</i>	District 11
Imm. Past President	4. Hon. Michele Martinez	<i>Santa Ana</i>	District 16
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	6. Sup. Janice Hahn		Los Angeles County
	7. Sup. Hilda Solis		Los Angeles County
	8. Sup. Shawn Nelson		Orange County
	9. Sup. V. Manuel Pérez		Riverside County
	10. Sup.. Curt Hagman		San Bernardino County
	11. Sup. Linda Parks		Ventura County
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	14. Hon. Jan Harnik	<i>Palm Desert</i>	RCTC
	15. Hon. Mike T. Judge	<i>Simi Valley</i>	VCTC
	16. Hon. Cheryl Viegas-Walker	<i>El Centro</i>	District 1
	17. Hon. Gregory Pettis	<i>Cathedral City</i>	District 2
	18. Hon. Jim Hyatt	<i>Calimesa</i>	District 3
	19. Hon. Clint Lorimore	<i>Eastvale</i>	District 4
	20. Hon. Randon Lane	<i>Murrieta</i>	District 5
	21. Hon. Frank Navarro	<i>Colton</i>	District 6
	22. Hon. James Mulvihill	<i>San Bernardino</i>	District 7
	23. Hon. Deborah Robertson	<i>Rialto</i>	District 8
	24. Hon. L. Dennis Michael	<i>Rancho Cucamonga</i>	District 9
	25. Hon. Ray Marquez	<i>Chino Hills</i>	District 10
	26. Hon. Fred Minagar	<i>Laguna Niguel</i>	District 12
	27. Hon. Barbara Kogerman	<i>Laguna Hills</i>	District 13
	28. Hon. Donald P. Wagner	<i>Irvine</i>	District 14
	29. Hon. Steve Nagel	<i>Fountain Valley</i>	District 15
	30. Hon. Charles Puckett	<i>Tustin</i>	District 17



**Regional Council
Members – May 2018**

Members

Representing

31. Hon. Stacy Berry	<i>Cypress</i>	District 18
32. Hon. Kris Murray	<i>Anaheim</i>	District 19
33. Hon. Tri Ta	<i>Westminster</i>	District 20
34. Hon. Art Brown	<i>Buena Park</i>	District 21
35. Hon. Marty Simonoff	<i>Brea</i>	District 22
36. Hon. Victor Manalo	<i>Artesia</i>	District 23
37. Hon. Sonny Santa Ines	<i>Bellflower</i>	District 24
38. Hon. Sean Ashton	<i>Downey</i>	District 25
39. Hon. José Luis Solache	<i>Lynwood</i>	District 26
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41. Hon. Dan Medina	<i>Gardena</i>	District 28
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43. Hon. Lena Gonzalez	<i>Long Beach</i>	District 30
44. Hon. Andrew Sarega	<i>La Mirada</i>	District 31
45. Hon. Margaret Clark	<i>Rosemead</i>	District 32
46. Hon. Peggy Delach	<i>Covina</i>	District 33
47. Hon. Barbara Messina	<i>Alhambra</i>	District 34
48. Hon. Jonathan Curtis	<i>La Cañada Flintridge</i>	District 36
49. Hon. Carol Herrera	<i>Diamond Bar</i>	District 37
50. Hon. Sam Pedroza	<i>Claremont</i>	District 38
51. Hon. James Gazeley	<i>Lomita</i>	District 39
52. Hon. Judy Mitchell	<i>Rolling Hills Estates</i>	District 40
53. Hon. Pam O'Connor	<i>Santa Monica</i>	District 41
54. Hon. Vartan Gharpetian	<i>Glendale</i>	District 42
55. Hon. Steven Hofbauer	<i>Palmdale</i>	District 43
56. Hon. Laura Rosenthal	<i>Malibu</i>	District 44
57. Hon. Carmen Ramirez	<i>Oxnard</i>	District 45
58. Hon. Glen Becerra	<i>Simi Valley</i>	District 46
59. Hon. John Procter	<i>Santa Paula</i>	District 47
60. Hon. Gilbert Cedillo	<i>Los Angeles</i>	District 48



**Regional Council
Members – May 2018**

Members

Representing

61. Hon. Paul Krekorian	<i>Los Angeles</i>	District 49 / Public Transp. Rep.
62. Hon. Bob Blumenfield	<i>Los Angeles</i>	District 50
63. Hon. David Ryu	<i>Los Angeles</i>	District 51
64. Hon. Paul Koretz	<i>Los Angeles</i>	District 52
65. Hon. Nury Martinez	<i>Los Angeles</i>	District 53
66. Hon. Monica Rodriguez	<i>Los Angeles</i>	District 54
67. Hon. Marqueece Dawson	<i>Los Angeles</i>	District 55
68. Hon. Curren D. Price, Jr.	<i>Los Angeles</i>	District 56
69. Hon. Herb J. Wesson, Jr.	<i>Los Angeles</i>	District 57
70. Hon. Mike Bonin	<i>Los Angeles</i>	District 58
71. Hon. Mitchell Englander	<i>Los Angeles</i>	District 59
72. Hon. Mitch O'Farrell	<i>Los Angeles</i>	District 60
73. Hon. José Huizar	<i>Los Angeles</i>	District 61
74. Hon. Joe Buscaino	<i>Los Angeles</i>	District 62
75. Hon. Steve Manos	<i>Lake Elsinore</i>	District 63
76. Hon. Michael Posey	<i>Huntington Beach</i>	District 64
77. Hon. Barb Stanton	<i>Town of Apple Valley</i>	District 65
78. Hon. Michael Wilson	<i>Indio</i>	District 66
79. Hon. Marsha McLean	<i>Santa Clarita</i>	District 67
80. Hon. Rusty Bailey	<i>Riverside</i>	District 68
81. Hon. Jeffrey Giba	<i>Moreno Valley</i>	District 69
82. Hon. Ben Benoit	<i>Wildomar</i>	Air District Representative
83. Hon. Peggy Huang	<i>Yorba Linda</i>	TCA Representative
84. Hon. Sabrina LeRoy	<i>San Manuel Band of Mission Indians</i>	Tribal Government Regional Planning Board Representative
85. Mr. Randall Lewis	<i>Lewis Group of Companies</i>	Business Representative
86. Hon. Eric Garcetti	<i>Los Angeles</i>	Member-at-Large

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REGIONAL COUNCIL AGENDA

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210
Thursday, May 3, 2018
9:00 a.m. – 10:00 a.m.

The Regional Council may consider and act upon any of the items listed on the agenda regardless of whether they are listed as Information or Action Items.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

(The Honorable Margaret E. Finlay, President)

PUBLIC COMMENT PERIOD

Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Council, must fill out a Public Comment Card and present to the Clerk prior to speaking. Comments will be limited to three (3) minutes per speaker. The President has the discretion to reduce the time limit based upon the number of speakers and may limit the total time for all public comments to twenty (20) minutes.

REVIEW AND PRIORITIZE AGENDA ITEMS

ACTION/DISCUSSION ITEM

Page No.

- | | |
|---|--------------------------|
| 1. Adoption of the Fiscal Year 2018-19 Final Comprehensive Budget
<i>(Hasan Ikhrata, Executive Director)</i> | Attachment 1 |
|---|--------------------------|

Recommended Action: It is recommended that the Regional Council:

- 1) Adopt the Fiscal Year (FY) 2018-19 Final Comprehensive Budget and corresponding Resolution No. 18-510-1.
- 2) Authorize the submittal of the FY 2018-19 Final Overall Work Program (OWP) to the California Department of Transportation (Caltrans), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The Final FY 2018-19 OWP is available on the SCAG website:

<http://scag.ca.gov/about/Pages/Overall%20Work%20Program.aspx>

ACTION/DISCUSSION ITEM - continued

Page No.

- 3) Accept when awarded funds in the amount of approximately \$2,000,000 from the South Coast Air Quality Management District (SCAQMD) Mobile Source Air Pollution Reduction Review Committee (MSRC) to support the Future Communities Initiative; \$1,500,000 from the State of California Office of Traffic Safety (OTS) to support the Go Human Campaign; and \$45,000 from the United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) to support the Clean Cities Program. These grant funds are included in the Final FY 2018-19 OWP.

CONSENT CALENDAR

Approval Items

- | | | |
|--|-------------------|------------|
| 2. Minutes of the April 5, 2018 Meeting | Attachment | 72 |
| 3. Approval of Additional Stipend Payments | Attachment | 83 |
| 4. Draft Regional Council Policy Manual (Article II to be completed) | Attachment | 85 |
| 5. SCAG Memberships and Sponsorships | Attachment | 134 |
| 6. AB 1901 (Oberholte) California Environmental Quality Act: Exemption: Roadway Projects – SUPPORT | Attachment | 136 |
| 7. AB 1905 (Grayson) – Environmental Quality: Judicial Review: Transportation Projects – SUPPORT | Attachment | 138 |

Receive and File

- | | | |
|---|-------------------|------------|
| 8. Executive Director's FY 2017-18 Performance Evaluation | Attachment | 140 |
| 9. State and Federal Legislative Monthly Update | Attachment | 142 |
| 10. CFO Monthly Report | Attachment | 146 |



BUSINESS UPDATE

(Randall Lewis, Business Representative, Lewis Group of Companies)

AIR RESOURCES BOARD UPDATE

(The Honorable Judy Mitchell, representing the South Coast Air Quality Management District - SCAQMD)

EXECUTIVE DIRECTOR'S REPORT

(Hasan Ikhata, Executive Director)

PRESIDENT'S REPORT

RECOGNITION OF PAST AND OUTGOING REGIONAL COUNCIL AND POLICY COMMITTEE MEMBERS

FUTURE AGENDA ITEM/S

ANNOUNCEMENT/S

The next regular meeting of the Regional Council is scheduled for Thursday, June 7, 2018 at the SCAG office, 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017.

ADJOURNMENT

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REPORT

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Agenda Item No. 1
Thursday, May 3, 2018

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Basil Panas, Chief Financial Officer, panas@scag.ca.gov
(213) 236-1817

Subject: Adoption of the Fiscal Year 2018-19 Final Comprehensive Budget

RECOMMENDED ACTIONS:

It is recommended that the Regional Council:

- 1) Adopt the Fiscal Year (FY) 2018-19 Final Comprehensive Budget and corresponding Resolution No. 18- -1.
- 2) Authorize the submittal of the FY 2018-19 Final Overall Work Program (OWP) to the California Department of Transportation (Caltrans), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The Final FY 2018-19 OWP is available on the SCAG website: <http://scag.ca.gov/about/Pages/Overall%20Work%20Program.aspx>
- 3) Accept when awarded funds in the amount of approximately \$2,000,000 from the South Coast Air Quality Management District (SCAQMD) Mobile Source Air Pollution Reduction Review Committee (MSRC) to support the Future Communities Initiative; \$1,500,000 from the State of California Office of Traffic Safety (OTS) to support the Go Human Campaign; and \$45,000 from the United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) to support the Clean Cities Program. These grant funds are included in the Final FY 2018-19 OWP.

EXECUTIVE SUMMARY:

On March 1, 2018, the Regional Council approved the FY 2018-19 Draft Comprehensive Budget which included the Draft OWP and the General Fund Budget. Additionally, the Regional Council authorized the release of the Draft FY 2018-19 OWP for a 30-day public comment period, and transmittal of the FY 2018-19 General Fund Budget and Membership Dues Assessment to the SCAG General Assembly for adoption on May 3, 2018.

The Draft OWP was submitted to Caltrans, FHWA and FTA for their review and comment. Staff responded to all comments received from Caltrans, FHWA and FTA and were addressed in the Final OWP. There were no comments from the general public. The Final OWP meets all applicable federal and state requirements.

Staff recommends approval of the FY 2018-19 Final Comprehensive Budget in the amount of \$90.3 million, which is \$0.7 million or 0.8% more than the Draft Comprehensive Budget. The budget increase results from adding in-kind services provided by local jurisdictions as match for Active Transportation Program (ATP) funds.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 7, Objective B: Maximize Efficiency and Effectiveness in Resource Allocation to Maintain Adequate Working Capital, Appropriate Reserves, and Investments, and Utilize Resources in a Timely and Responsible Fashion.

BACKGROUND:

As a Metropolitan Planning Organization (MPO), SCAG is required to develop an annual work program. The OWP is SCAG's core regional transportation planning document outlining the OWP activities that support the agency's Regional Transportation Plan (RTP). The OWP is the main component of the Comprehensive Budget and it provide a comprehensive overview of the transportation planning activities funded with Consolidated Planning Grant (CPG) funds, which consist of metropolitan planning funds from FHWA and FTA. The OWP also includes regionally significant activities funded with other federal, state and local funds.

DISCUSSION:

The FY 2018-19 Final Comprehensive Budget is \$90.3 million. Table 1 provides a summary of revenue sources in the FY 2018-19 Final Comprehensive Budget.

Table 1. FY 2018-19 Revenues	
REVENUE	FINAL
FHWA PL	\$ 22,824,617
FTA 5303	\$ 9,660,755
FEDERAL OTHER	\$ 5,465,168
SB 1 FORMULA GRANT	\$ 9,600,848
STATE OTHER	\$ 7,400,230
FTA 5312/5339	\$ 12,169,423
TDA	\$ 7,158,289
CASH/LOCAL OTHER	\$ 10,944,596
IN-KIND COMMITMENTS	\$ 3,514,110
GENERAL FUND	\$ 2,610,612
INDIRECT COST CARRYFORWARD	\$ (1,028,659)
TOTAL	\$ 90,319,989

The following provides more information on the revenue sources in the FY 2018-19 Final Comprehensive Budget:

- \$22.8 million from FHWA PL and \$9.7 million from FTA 5303 also known as Consolidated Planning Grant (CPG) funds for metropolitan planning activities.
- \$5.5 million from other Federal sources, including: Caltrans Transportation Planning Grant Program funds of \$1.8 million; Active Transportation Program (ATP) funds of \$1.5 million; OTS program funds of \$2.1 million to support the Go Human Campaign; and \$0.1 million from other special grants.
- \$9.6 million of formula grants from Senate Bill (SB) 1— The Road Repair and Accountability Act of 2017 to support SCAG's Sustainable Communities Strategy (SCS), Sustainability Planning Grant Program; and Future Communities Initiative.
- \$7.4 million from other State sources: ATP funds of \$3.1 million; MSRC funds of \$3.1 million; and SB 1 competitive grants of \$1.2 million.
- \$12.2 million from FTA Discretionary and Formula Grant, Section 5312 and Section 5339 funds, of which \$12.0 million SCAG will pass-through to local transit agencies for specialized transportation programs and projects and \$0.2 million is for staff costs for administration of the program.
- \$7.2 million of TDA funds that SCAG receives from the Transportation Commissions in Los Angeles, Orange, Riverside and San Bernardino counties to fund local initiatives and to provide cash match for projects funded with state and federal funds.
- \$10.9 million cash and in-kind commitments from local agencies for local projects funded with state and federal funds: \$9.7 million for projects funded with FTA pass-through funds; \$1.1 million of in-kind commitments for consultants funded with federal grants; and \$0.1 million of cash from local agencies for Sustainability Planning Grant projects.
- \$3.5 million of in-kind commitments provided by local agencies to fulfill the match requirements for SCAG staff costs funded with CPG funds.
- \$2.6 million of General Fund revenues from membership dues and General Assembly sponsorships and registrations.

Table 2 provides a summary of expenditures in the FY 2018-19 Final Comprehensive Budget.

Table 2. FY 2018-19 Expenditures	
EXPENDITURES	FINAL
SALARIES	\$ 15,779,498
CONSULTANTS	\$ 32,518,087
PASS THROUGH PAYMENTS	\$ 12,075,472
CASH/LOCAL OTHER	\$ 10,820,962
IN-KIND COMMITMENTS	\$ 3,514,110
OTHER COSTS	\$ 14,906,033
CAPITAL & DEBT SERVICE	\$ 705,827
Total	\$ 90,319,989

The following provides more information on the expenditures in the FY 2018-19 Final Comprehensive Budget:

- \$15.8 million for salaries, fringe benefits and indirect costs for SCAG staff.
- \$32.5 million for consultant services retained by SCAG to perform specialized work (\$30.6 million in the OWP, \$1.6 in the Indirect Budget, and \$0.3 million in the General Fund Budget).
- \$12.0 million from FTA Section 5312 and Section 5339 funds that SCAG will pass through to local transit agencies for specialized transportation programs and projects.
- \$10.8 million cash and in-kind commitments from local agencies for local projects funded with state and federal funds.
- \$3.5 million in-kind commitments provided by local agencies to fulfill the match requirements for SCAG staff costs funded with CPG funds.
- \$14.9 million for others costs including \$8.0 million for benefits and \$6.9 million for other non-labor costs.
- \$0.7 million for capital purchases and debt service payments for furniture/fixtures and audio visual equipment for the new SCAG offices.

FISCAL IMPACT:

The FY 2018-19 Comprehensive Budget serves to guide the management of the agency's financial resources. The OWP is SCAG's transportation planning grant application for federal funds and contract for the state fiscal year, July 1 through June 30. Approval of the budget document will allow SCAG to apply for federal planning funds for FY 2018-19.

ATTACHMENTS:

1. Resolution No. 18- 0-1
2. FY 2018-19 Final Comprehensive Budget



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017
T: (213) 236-1800
www.scag.ca.gov

RESOLUTION NO. 18- 0-1

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) ADOPTING THE FISCAL YEAR 2018-19 COMPREHENSIVE BUDGET

REGIONAL COUNCIL OFFICERS

President
Margaret E. Finlay, Duarte

First Vice President
Alan D. Wapner, Ontario

Second Vice President
Bill Jahn, Big Bear Lake

Immediate Past President
Michele Martinez, Santa Ana

COMMITTEE CHAIRS

Executive/Administration
Margaret E. Finlay, Duarte

Community, Economic &
Human Development
Rex Richardson, Long Beach

Energy & Environment
Carmen Ramirez, Oxnard

Transportation
Curt Hagman, San Bernardino County

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. § 5303 et seq.;

WHEREAS, SCAG has developed the Fiscal Year (FY) 2018-19 Comprehensive Budget that includes the following budget components: the General Fund Budget; the Overall Work Program (OWP); the Indirect Cost Budget; and the Fringe Benefits Budget; and

WHEREAS, the OWP is the basis for SCAG's annual regional planning activities and budget; and

WHEREAS, in conjunction with the OWP Agreement and Master Fund Transfer Agreement, the OWP constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated Planning Grant (CPG) funding; and

WHEREAS, SCAG is also eligible to receive other Federal and/or State grant funds for certain regional transportation planning related activities. For such funding upon award, the funds are implemented through the OWP and SCAG and the applicable Federal or State agency shall execute the applicable grant agreement(s); and

WHEREAS, SCAG's Regional Council authorized release of the FY 2018-19 Draft OWP for a thirty-day public comment period on March 1, 2018, and submitted the Draft OWP to Caltrans, the Federal Transportation Agency and the Federal Highway Administration for review and comment. All comments received to the Draft OWP have been addressed and incorporated into the FY 2018-19 Final OWP within the Comprehensive Budget as appropriate.

NOW THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments, that the FY 2018-19 Comprehensive Budget is approved and adopted.

BE IT FURTHER RESOLVED THAT:

1. The Regional Council hereby authorizes submittal of SCAG's approved FY 2018-19 OWP to the participating State and Federal agencies.
2. The Regional Council hereby authorizes submittal of SCAG's approved FY 2018-19 Indirect Cost Allocation Plan (ICAP) to the participating State and Federal agencies.
3. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
4. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.
5. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to the applicable funding agencies, the necessary work program, and budget modifications to the FY 2018-19 based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to submit grant applications and execute the applicable grant agreements and any amendments with the applicable Federal or State agency and to implement grant funds through SCAG's OWP, and this includes submittal and execution of the required Master Fund Transfer Agreement with Caltrans, as part of the Caltrans Sustainable Transportation Planning Grant Programs.
7. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2018-19 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the Overall Work Program Agreement (OWPA).

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at its regular meeting this 3rd day of May, 2018.

Margaret E. Finlay
President, SCAG
Councilmember, City of Duarte

Attested by:

Hasan Ikhata
Executive Director

Approved as to Form:

Joann Africa
Chief Counsel

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FINAL
**Comprehensive
Budget** FISCAL YEAR 2018-2019

May 2018

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Southern California Association of Governments

Comprehensive Budget

Fiscal Year 2018-19

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FINAL Comprehensive Budget

FISCAL YEAR 2018-2019

SECTION I

Overview

Organization

Introduction

This document contains the Southern California Association of Governments (SCAG) or Association Comprehensive Budget for Fiscal Year 2018-19.

The annual budget for consists of:

- *The Overall Work Program (OWP)*
A federal, state and locally funded budget consisting of projects related to regional planning in the areas of transportation, housing and the environment.
- *FTA Discretionary and Formula Grant Budget*
A budget for federal grant funds of which SCAG is the designated recipient and must pass through to eligible public agencies for specialized transportation programs and projects.
- *TDA Capital and Debt Service Budget*
A budget for the local transportation funds that the Transportation Commissions in Los Angeles, Orange, Riverside and San Bernardino counties allocate to SCAG as the multi-county planning agency for the region.
- *The General Fund (GF)*
A budget that utilizes Association members' dues for activities not eligible for federal and state funding.
- *The Indirect Cost Budget (IC)*
The budget for the administrative and operations support of the Association.
- *The Fringe Benefits Budget (FB)*
The budget for the fringe benefits and leave time of Association employees.

Organization

SCAG Organization

The Southern California Association of Governments (SCAG), founded in 1965, is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. Under federal law, SCAG is designated as a Metropolitan Planning Organization (MPO) and under state law as the Multicounty Designated Transportation Planning Agency for the six (6) county Southern California region. Through SCAG, city and county governments throughout Southern California come together to develop solutions to common problems in transportation, housing, air quality, and other issues.

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

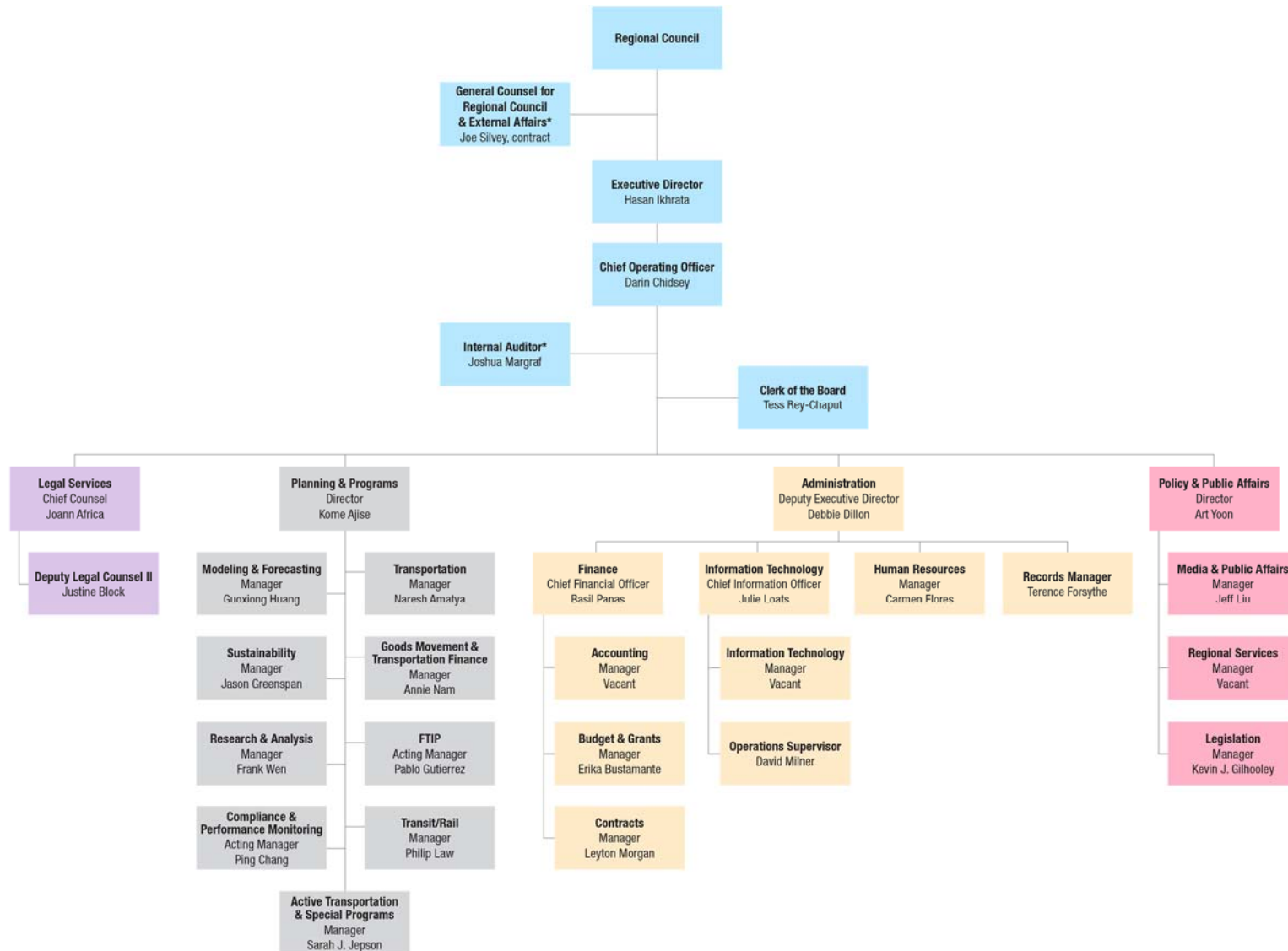
SCAG's primary responsibilities include: the development of the Regional Transportation Plan (RTP), which includes the Sustainable Communities Strategy (SCS); the Federal Transportation Improvement Program (FTIP); the annual Overall Work Program (OWP); and the transportation-related portions of local air quality management plans. Under the federal Clean Air Act, SCAG is responsible for determining if regional transportation plans and programs are in conformity with of applicable state air quality plans. SCAG's additional functions include the intergovernmental review of regionally significant development projects, and the periodic preparation of a Regional Housing Needs Assessment (RHNA).

In addition to the six (6) counties and 191 cities that make up SCAG's region, there are six (6) County Transportation Commissions (CTCs) that hold the primary responsibility for programming and implementing transportation projects, programs and services in their respective counties. The agency also operates via a number of critical partnerships at the local, state and federal levels. In addition to its federal and state funding partners (Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Transportation Commission, California Department of Transportation, etc.), SCAG's planning efforts are closely coordinated with regional transit operators, Tribal Governments and fifteen sub-regional Councils of Governments (COGs) or joint power agencies that represent SCAG's cities and counties.

The framework for developing the FY 2018-19 Comprehensive Budget is SCAG's multi-year Strategic Plan that focuses on SCAG's vision and priorities and improves the organization and its operations. The FY 2018-19 Comprehensive Budget supports Strategic Plan Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver work products. All the work programs funded in the budget support at least one of the seven Strategic Plan Goals.

Organization

SCAG Organization Chart



* Takes direction from the Regional Council

Strategic Plan

Strategic Plan Components

Vision Statement

Southern California's Catalyst for a Brighter Future.

Mission Statement

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

Core Values

Be Open

Be accessible, candid, collaborative and transparent in the work we do.

Lead by Example

Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.

Make an Impact

In all endeavors, effect positive and sustained outcomes that make our region thrive.

Be Courageous

Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.

Strategic Plan

Strategic Plan Goals

GOAL #1

Produce innovative solutions that improve the quality of life for Southern Californians.

Objectives

- A. Create plans that enhance the region's strength, economy, resilience and adaptability by reducing greenhouse gas emissions and air pollution.
- B. Be the leading resource for best practices that lead to local implementation of sustainable and innovative projects.
- C. Ensure quality, effectiveness, and implementation of plans through collaboration, pilot testing, and objective, data-driven analysis.
- D. Identify partnership opportunities with the private sector yield public benefits.
- E. Facilitate inclusive and meaningful engagement with diverse stakeholders to produce plans that are effective and responsive to community needs.
- F. Partner with the broader research community to ensure plans are informed by the most recent research and technology.

GOAL #2

Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

Objectives

- A. Cultivate dynamic knowledge of the major challenges and opportunities relevant to sustainability and quality of life in the region.
- B. Develop and implement effective legislative strategies at both the state and federal level.
- C. Advocate for the allocation, distribution and expenditure of resources to meet the region's needs.
- D. Promote and engage partners in a cooperative regional approach to problem-solving.
- E. Act as the preeminent regional convener to shape regional, state and national policies.

GOAL #3

Be the foremost data information hub for the region.

Objectives

- A. Develop and maintain models, tools, and data sets that support innovative plan development, policy analysis and project implementation.
- B. Become the information hub of Southern California by improving access to current, historical, local, and regional data sets that reduce the costs of planning and increase the efficiency of public services.
- C. Allocate resources to accelerate public sector innovation related to big data, open data and smart communities with a focus on social equity in the deployment of new technologies across the region.

Strategic Plan

- D. Develop partnerships and provide guidance by sharing best practices and promoting collaborative research opportunities with universities, local communities and the private sector regionally, nationally, and internationally.
- E. Facilitate regional conversations to ensure data governance structures are in place at the local and regional level to standardize data sets, ensure timely updates of data, and protect the region's data systems and people.
- F. Model best practices by prioritizing continuous improvement and technical innovations through the adoption of interactive, automated, and state-of-the-art information tools and technologies.

GOAL #4

Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

Objectives

- A. Promote information-sharing and local cost savings with enhanced services to member agencies through networking events, educational and training opportunities, technical assistance, and funding opportunities.
- B. Provide resources and expertise to support local leaders and agencies in implementing regional plans.
- C. Expand SCAG's ability to address local and regional planning and information needs by prioritizing regular engagement with members to develop innovative, insight-driven, and interactive tools.
- D. Promote data-driven decision making, government transparency, and information as public engagement tools to increase opportunities for the public to inform local and regional policy.
- E. Identify, support, and partner with local champions to foster regional collaboration.

GOAL #5

Recruit, support, and develop a world-class workforce and be the workplace of choice.

Objectives

- A. Integrate the Strategic Plan into SCAG's day-to-day operations by defining roles and responsibilities across the agency.
- B. Prioritize a diverse and cooperative environment that supports innovation, allows for risk-taking, and provides opportunities for employees to succeed.
- C. Encourage interdepartmental collaboration through the use of formal and informal communication methods.
- D. Adopt and support enterprise-wide data tools to promote information sharing across the agency.
- E. Anticipate future organizational needs of the agency by developing a systematic approach to succession planning that ensures leadership continuity and cultivates talent.
- F. Invest in employee development by providing resources for training programs, internal mentorship opportunities, and partnerships with universities.

Strategic Plan

- G. Foster a culture of inclusion, trust, and respect that inspires relationship-building and employee engagement.

GOAL #6

Deploy strategic communications to further agency priorities and foster public understanding of long-range regional planning.

Objectives

- A. Leverage cutting-edge communication tools and strategies to maximize connectivity and sustain regional partnerships.
- B. Produce clear and consistent communications, media, and promotional campaigns that exemplify agency values and standards.
- C. Enhance the SCAG brand as a respected and influential voice for the region increasing awareness of agency's work and purpose.
- D. Practice robust public engagement, conducting proactive outreach to traditionally underrepresented communities as well as long-term stakeholders.

GOAL #7

Secure funding to support agency priorities to effectively and efficiently deliver work products.

Objectives

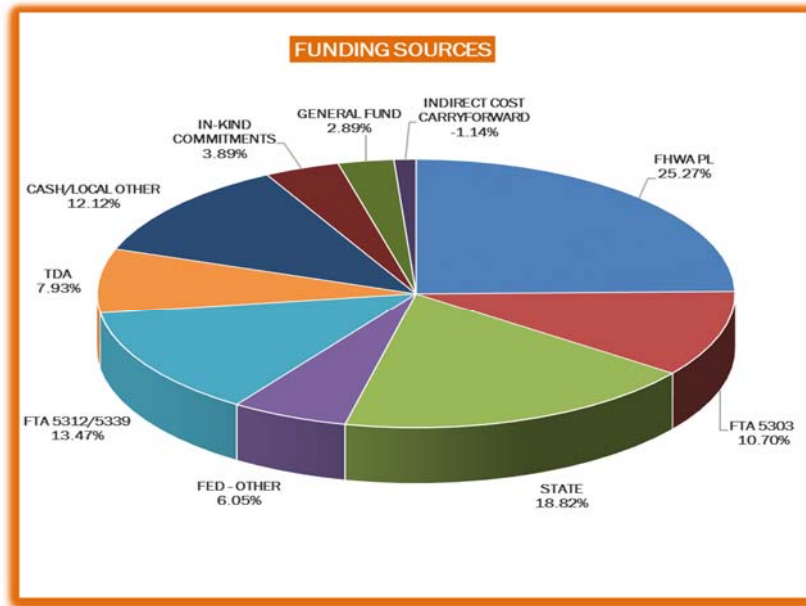
- A. Pursue innovative funding opportunities for planning and infrastructure investments.
- B. Maximize efficiency and effectiveness in resource allocation to maintain adequate working capital, appropriate reserves, and investments, and utilize resources in a timely and responsible fashion.
- C. Pioneer best practices and streamline administrative processes to better support agency activities.
- D. Focus resources to maintain and expand programs that are aligned with agency values.

Comprehensive Budget

FY 2018-19 Comprehensive Budget

How the Budget is Funded

SCAG receives most of its funding from the Federal Consolidated Planning Grant (CPG) which consists of Metropolitan Planning Funds from the Federal Highway Administration (FHWA PL) and Federal Transit Administration (FTA Section 5303). More information on CPG is detailed on page 15. The following chart illustrates the source and relative value of SCAG's funding sources.



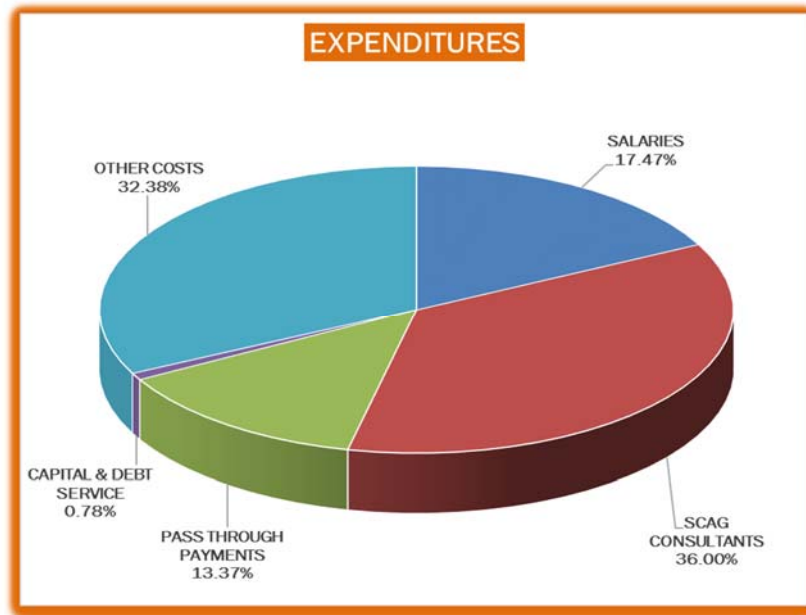
*May not total 100.00% due to rounding

Funding Sources	Amount
FHWA PL	22,824,617
FTA 5303	9,660,755
STATE	17,001,078
FED - OTHER	5,465,168
FTA 5312/5339	12,169,423
TDA	7,158,289
CASH/LOCAL OTHER	10,944,596
IN-KIND COMMITMENTS	3,514,110
GENERAL FUND	2,610,612
INDIRECT COST CARRYFORWARD	(1,028,659)
TOTAL REVENUES	90,319,989

Comprehensive Budget

How the Budget is Allocated

SCAG allocates its budget into four major categories. The following chart illustrates the relative values of each category.



Expenditures	Amount
SALARIES	\$ 15,779,498
SCAG CONSULTANTS	32,518,087
PASS - THROUGH PAYMENTS	12,075,472
CAPITAL & DEBT SERVICE	705,827
OTHER COSTS*	29,241,105
TOTAL EXPENDITURES	\$90,319,989

*Other includes benefits, direct and indirect non-labor costs (see page 12)

Comprehensive Budget

Comprehensive Line Item Budget: FY16 through FY19

GL Account	Line Item	FY16 Actuals	FY17 Actuals	FY18 Amend No. 1	Proposed FY19	% Incr. (Decr)
500XX	Staff	14,301,613	14,468,552	\$ 14,778,001	\$ 15,779,498	7%
54300	SCAG consultant	12,864,605	10,496,007	13,204,288	32,518,087	146%
54340	Legal	312,132	234,211	155,000	305,000	97%
54350	Professional services	291,765		-	-	
54360	Pass-Through Payments	4,005,015	4,130,075	3,525,186	12,075,472	243%
55210	Software support	619,866	574,491	690,147	732,211	6%
55220	Hardware support	93,620	106,523	66,253	86,000	30%
55240	Repair - maintenance	30,811	41,676	15,000	15,000	0%
5528X	3rd party contribution	3,127,578	3,172,766	3,317,551	4,567,848	38%
55310	Furniture & Fixture Principal	-	-	-	231,850	
55315	Furniture & Fixture Interest	-	-	-	49,426	
55320	Audio-visual Equipment Principal	-	-	-	102,665	
55325	Audio-visual Equipment Interest	-	-	-	21,886	
55400	Office rent / Operating expense	1,590,818	1,643,221	830,000	724,350	-13%
55410	Office rent satellite	139,189	150,701	245,883	245,883	0%
55415	Off-site Storage	-	-	-	2,500	
55420	Equipment leases	90,279	86,550	120,000	120,000	0%
55425	Lease Obligation Payment	-		1,555,787	-	-100%
55430	Equipment repair-maintenance	52,113	60,566	26,500	26,500	0%
55435	Security Services	58,623	96,653	100,000	100,000	0%
55440	Insurance	120,417	174,857	199,089	199,089	0%
55441	Payroll / bank fees	26,193	29,867	29,500	27,500	-7%
55445	Taxes	5,529	4,849	6,200	5,000	-19%
55460	Materials & equipment < \$5,000	39,164	144,636	14,000	14,000	0%
55510	Office supplies	100,214	81,782	99,300	98,800	-1%
55520	Graphic supplies	6,136	7,976	7,500	7,500	0%
55530	Telephone	163,904	178,371	170,000	170,000	0%
55540	Postage	20,002	10,134	10,000	10,000	0%
55550	Delivery services	5,443	5,918	-	-	
55600	SCAG memberships	185,267	178,220	222,150	210,450	-5%
55610	Professional memberships	11,282	11,396	11,500	11,500	0%
55620	Resource materials / subscriptions	197,752	427,997	707,840	988,756	40%
55700	Depreciation - furniture & fixture	43,986	38,110	10,000	232,000	2220%
55710	Depreciation - computer	22,144	17,126	120,000	35,000	-71%
55715	Amortization - software	248,167	161,873	250,000	250,000	0%
55720	Amortization - lease	8,235	7,534	37,500	70,000	87%
55725	Fixed Asset Write-Down	343,314		-	-	
55730	Capital outlay	-		2,400,000	300,000	-88%
55800	Recruitment - advertising	7,777	10,968	20,000	20,000	0%
55801	Recruitment - other	16,716	43,434	38,000	38,000	0%
55810	Public notices	59,101	47,562	2,500	58,500	2240%
55820	Staff training	47,390		84,500	20,000	-76%
55830	Networking Meetings/Special Events	33,859	35,006	30,000	30,000	0%
55840	Training Registration	-	-	-	65,000	
55860	Scholarships	30,000	24,000	32,000	32,000	0%
55910	RC/committee meetings	22,107	5,199	25,000	25,000	0%
55912	RC Retreat	9,036	9,796	5,000	5,000	0%
55914	RC General Assembly	475,796	496,545	500,000	375,000	-25%

Comprehensive Budget

Comprehensive Line Item Budget: FY 16 thru FY 19 (continued)

GL Account	Line Item	FY16 Actuals	FY17 Actuals	FY18 Amend No. 1	Proposed FY19	% Incr. (Decr)
55915	Demographic Workshop	20,952	27,551	18,000	18,000	0%
55916	Economic Summit	96,295	92,328	80,000	80,000	0%
55918	Housing Summit	-	107,565	40,000	40,000	0%
55920	Other meeting expense	78,577	135,901	83,658	126,000	51%
55930	Miscellaneous other	163,806	157,472	87,825	170,711	94%
55940	Stipend-RC meetings	232,820	209,340	215,925	215,925	0%
55950	Temporary help	124,591	81,493	38,500	38,500	0%
55980	Contingency - General Fund	793,519	15,390	-	-	
56100	Printing	22,594	28,229	63,500	78,500	24%
58100	Travel	183,454	218,697	310,000	376,750	22%
58101	Travel - local	67,704	63,114	44,300	49,250	11%
58110	Mileage	85,724	78,095	39,800	75,400	89%
58150	Staff lodging expense	9,280	8,411	-	-	
58200	Travel-registration Fees	28,415	88,289	5,500	5,000	-9%
58800	RC sponsorships	156,793	144,058	135,000	135,000	0%
59090	Expense - Local Cash	-	-	-	9,767,224	
60110	Retirement-PERS	3,599,653	3,818,058	4,026,077	4,607,315	14%
60120	Retirement-PARS	70,998	72,418	72,178	73,621	2%
60200	Health ins. - active employees	1,277,375	1,252,185	1,315,200	1,353,600	3%
60201	Health ins. - retirees PAYGO	515,816	526,584	647,608	636,009	-2%
60202	Health ins. - retirees GASB 45	413,624	398,309	339,153	242,805	-28%
60210	Dental insurance	181,293	185,370	193,372	217,049	12%
60220	Vision insurance	51,572	51,563	55,167	59,632	8%
60225	Life insurance	85,147	85,127	86,963	83,863	-4%
60240	Medicare tax employers	205,002	207,324	204,225	218,855	7%
60245	Social security tax employers	15,915	24,147	53,053	45,900	-13%
60300	Tuition reimbursement	30,331	34,886	27,360	32,832	20%
60310	Transit passes	131,408	137,564	148,840	156,639	5%
60320	Carpool reimbursement	560	420	420	420	0%
60400	Workers compensation insurance	202,562	168,588	170,048	170,048	0%
60405	Unemployment compensation insurance	4,357	20,308	35,000	35,000	0%
60410	Miscellaneous employee benefits	54,070	58,934	58,980	66,035	12%
60415	SCAG 457 match	107,804	143,631	120,500	120,500	0%
60450	Benefits administrative fees	3,606	3,592	3,346	2,914	-13%
60500	Automobile allowance	12,970	16,420	18,420	18,420	0%
	Total	48,855,545	46,076,506	52,399,094	90,319,989	72%

*Totals may not add due to rounding



FINAL Comprehensive Budget

FISCAL YEAR 2018-2019

SECTION II

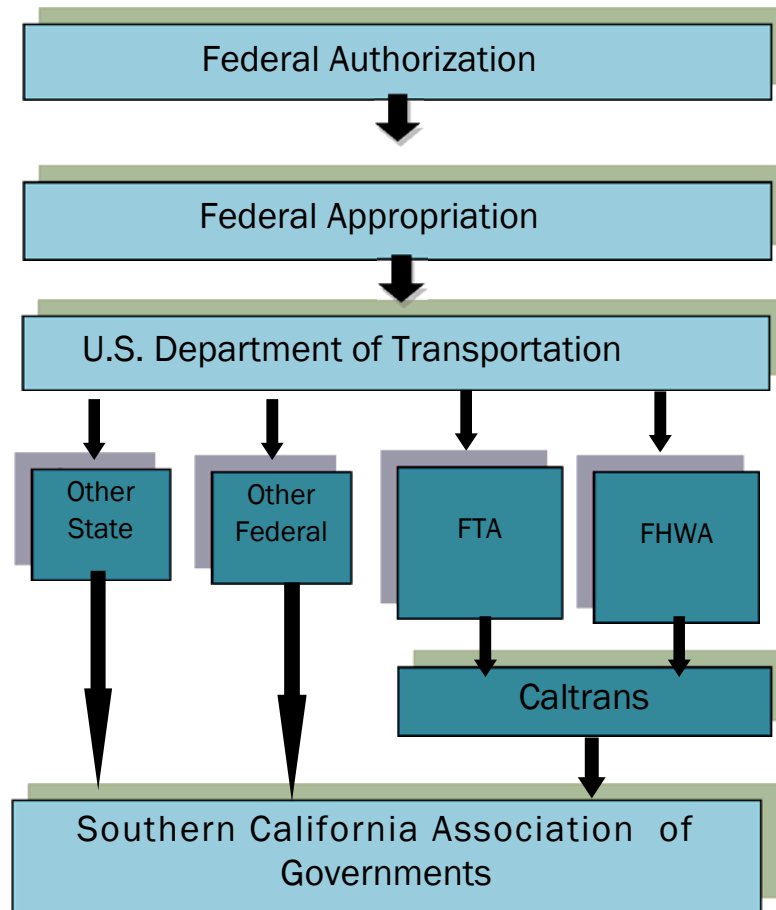
Budget Components

Overall Work Program

Overall Work Program (OWP)

The Flow of Funds

Traditionally, the majority of OWP funding has come to SCAG via the Federal appropriations process. Some funding has been directly allocated to SCAG, and some has “passed through” via the California Department of Transportation (Caltrans), as shown below.



Overall Work Program

Summary of Revenue Sources

Consolidated Planning Grant (CPG)

In 1997, FHWA/FTA instituted a transportation planning funds process called the Consolidated Planning Grant (CPG). In California, the four CPG fund sources are described below.

1. Federal Highway Administration (FHWA) Metropolitan Planning (FHWA PL)

Metropolitan Planning funds, otherwise known as PL funds, are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs.

The state must make all federally authorized PL funds available to the MPOs in accordance with a formula developed by the state, in consultation with the MPOs and approved by the FHWA.

2. Federal Transit Administration Metropolitan Planning, Section 5303 (FTA §5303)

All MPOs with an urbanized area receive FTA §5303 funds each year to develop transportation plans and programs. The percentage of the California apportionment of FTA §5303 each MPO receives is determined by a formula agreed to by the MPOs, Caltrans and FTA.

The FTA §5303 formula has two components, a base allocation and a population component which distributes funds according to the MPOs percentage of statewide urbanized area population as of the most recent decennial census.

In FY 2015-16, the Sustainable Transportation Planning Grant Program was developed to align with Caltrans' updated mission and other State priorities. The Grant Program provides two discretionary grants, Sustainable Communities and Strategic Partnerships, and includes a combination of State and federal funding. The Grant Program runs on an annual cycle and awards roughly \$10 million in grant funding available. In FY 2017-18, the grants were substantially augmented with passage of Senate Bill (SB) 1, The Road Repair and Accountability Act of 2017. SB 1 adds \$25 million in Sustainable Communities grants and \$20 million over three years for Adaptation Planning grants.

3. FHWA State Planning and Research Part I – Strategic Partnership Grants (SP&R)

Caltrans is authorized by FHWA to award grants to MPOs for regional transportation planning studies with a statewide or multi-regional perspective and benefit. Caltrans awards these grants through an annual, competitive selection process.

4. FTA State Planning and Research, Section 5304 Sustainable Communities Grants (FTA §5304)

The FTA authorized Caltrans to competitively award grants to MPOs for projects that demonstrate consistency with the program's objectives and projects with the transit component addressing multimodal planning projects that focus on transit.

Overall Work Program

Senate Bill (SB) 1 Formula Grants

Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, authorized the grant funding to support and implement Regional Transportation (RTP) Sustainable Communities Strategies (SCS) and to ultimately achieve the State's greenhouse gas (GHG) reduction target. The SB1 formula funds for the MPOs reflect the same formula used to distribute FHWA PL funds.

Beginning in FY 2017-18, approximately \$12.5 million in Sustainable Communities Formula Grants from SB 1 will reside under the Sustainable Transportation Planning Grant Program and will be allocated via formula (consistent with the FHWA PL formula) annually by ORP to the 18 MPOs for furthering the region's RTP SCS.

Local Funds

Each of the funding sources described above requires that local cash or in-kind services be provided as match. The Association uses a combination of the following sources for match:

Transportation Development Act (TDA)

State of California Public Utilities Code Section 99233.2 authorizes the Transportation Commissions in Los Angeles, Orange, Riverside, and San Bernardino counties to allocate up to $\frac{3}{4}$ of 1 percent of their local transportation funds to SCAG as the multi-county planning agency for the region. As the largest source of non-federal funding received by SCAG, TDA is used to fund local initiatives and to provide cash match as needed for projects funded with state or federal funds.

Cash Match/Local Funds

Funding from local agencies is provided to SCAG to serve as matching funds to the CPG and other grants that require local match for consultant expenditures as a condition of receiving grant funds. For example, the CPG requires a match of 11.47%. In addition, local agencies such as Transportation Commissions periodically provide funding for specific projects such as localized modeling work.

In-Kind Match

The CPG and other grants accept in-kind match, as well as cash match, to fulfill the local match requirement for staff costs that is a condition of receiving grant funds. In-kind match reflect services, such as staff time, provided by a local agency in support of the work funded by a grant.

Pass-Through Funds

As the Designated Recipient of these FTA funds, SCAG is required to pass them through to eligible public agencies. SCAG administers these grant programs which provide capital funding to replace, rehabilitate and purchase buses, vans, and fixed guide-way, as well as to construct related facilities and to purchase related equipment.

Overall Work Program

OWP Document

The core regional transportation planning document is the OWP and its core product is completion of the Regional Transportation Plan (RTP). The OWP is developed by SCAG on an annual basis and:

- Introduces the agency
- Provides users with an overview of the region
- Focuses on the SCAG regional planning goals and objectives

The OWP serves as the planning structure that SCAG must adhere to for the state fiscal year, which is July 1 through June 30 of the following calendar year. Other uses for the OWP include:

- SCAG's project budget
- A contract and monitoring tool for federal, state, and local entities (to track completion of annual regional planning projects and expenditures of funds)
- An early reference for members of the public to know the "who/what/when/where/how much" for the SCAG regional planning activities

The OWP includes three component pieces:

1. Regional Prospectus

The prospectus section provides the context for understanding the work activities proposed and gives information about the region. It includes, but is not limited to:

- The region's regional planning approach
- The agency's organizational structure and interagency arrangements
- An overview of governmental and public involvement
- The State Planning Emphasis Areas
- The progress made towards implementing the RTP/SCS

2. Work Elements

The Work Element identifies specific planning work to be completed during the term of the OWP, as well as a narrative of previous, on-going and future year's work to be completed. It also includes the sources and uses of funds.

3. Budget Revenue & Expenditure Reports

These summary reports are a listing of all the work elements in the OWP by funding sources and expenditure category.

The OWP, in conjunction with the Overall Work Program Agreement (OWPA) and the regional planning Master Fund Transfer Agreement (MFTA), constitutes the annual funding agreement between the State and SCAG. Although the OWP includes all planning projects to be undertaken by SCAG during the fiscal year, the OWPA and MFTA do not include special federal and state grants.

Overall Work Program

OWP Budget

The OWP Budget can be viewed two ways: The first is a line item budget displaying how the OWP budget is allocated. The second is a chart showing the same budget by project and major budget category.

Following the budget tables are brief descriptions of each project in the OWP.

Cost Category	FY18 Amend No. 1	Proposed FY19	Incr (Decr)
500XX Staff	\$ 8,641,383	\$ 8,626,291	\$ (15,092)
54300 SCAG consultant	11,309,241	30,586,917	\$ 19,277,676
55210 Software support	247,231	247,231	\$ -
5528X Third party contribution	3,317,551	4,567,848	\$ 1,250,297
55520 Graphic supplies	5,000	5,000	\$ -
55600 SCAG membership	6,000	-	\$ (6,000)
55620 Resource materials/subscriptions	653,040	931,456	\$ 278,416
55810 Public notices	-	56,000	\$ 56,000
55820 In House Training	3,000	-	\$ (3,000)
55830 Networking Meetings/Special Events	-	3,500	\$ 3,500
55920 Other meeting expense	36,158	83,500	\$ 47,342
55930 Miscellaneous other	72,325	85,364	\$ 13,039
56100 Printing	23,000	28,000	\$ 5,000
58100 Travel	173,500	249,750	\$ 76,250
58101 Travel-local	5,500	2,500	\$ (3,000)
58110 Mileage	-	25,800	\$ 25,800
58200 Travel-registration	4,500	5,000	\$ 500
Sub-total	\$ 24,497,429	\$ 45,504,157	\$ 21,006,728
51000 Fringe benefits	\$ 6,192,861	\$ 6,400,029	\$ 207,168
51001 Indirect costs	\$ 13,278,535	\$ 14,018,155	\$ 739,620
Total	\$ 43,968,826	\$ 65,922,341	\$ 21,953,515

*Totals may not add due to rounding

Overall Work Program

This table shows the same budget by work element and major budget category.

Work Element		Proposed FY19		
		Total *	SCAG	Consultant
010	System Planning	1,724,486	1,349,486	375,000
015	Transportation Finance	773,901	701,401	72,500
020	Environmental Planning	1,522,663	872,663	650,000
025	Air Quality and Conformity	762,445	762,445	-
030	Federal Transportation Improvement Program (FTIP)	2,560,626	2,560,626	-
045	Geographic Information System (GIS)	2,355,479	1,796,839	558,640
050	Active Transportation Planning	829,771	829,771	-
055	Regional Forecasting and Policy Analysis	1,994,803	1,694,803	300,000
060	Corridor Planning	162,202	162,202	-
065	Sustainability Program	1,167,783	642,783	525,000
070	Modeling	4,817,222	4,261,142	556,080
080	Performance Assessment & Monitoring	384,019	384,019	-
090	Public Information & Communications	2,310,394	1,827,819	482,575
095	Regional Outreach and Public Participation	4,394,989	3,444,989	950,000
100	Intelligent Transportation System (ITS)	334,102	299,102	35,000
120	OWP Development & Administration	1,671,679	1,671,679	-
130	Goods Movement	1,701,862	1,551,862	150,000
140	Transit and Rail Planning	1,486,212	1,036,212	450,000
145	Sustainable Communities, Strategic Partnerships and Adaption Planning Grant Program	3,850,647	489,865	3,360,782
150	Collaborative Projects	5,760,288	3,331,447	2,428,841
225	Special Grant Projects	9,991,721	2,414,043	7,577,678
230	Regional Aviation & Airport Ground Access Planning	454,564	454,564	-
265	Express Travel Choices Phase III	42,618	42,618	-
266	Regional Significant Locally - Funded Projects	280,040	-	280,040
267	Clean Cities Program	107,449	107,449	-
275	SB1 Sustainability Planning Grant Program	5,787,291	281,196	5,506,095
280	Future Communities Initiative	6,058,736	1,144,236	4,914,500
285	SB1 Program Administration	501,555	501,555	-
290	Sustainable Communities Strategy (SCS) Development	2,132,794	718,608	1,414,186
	Total Direct Costs	65,922,341	35,335,424	30,586,917

*Totals may not add due to rounding

*Includes indirect costs, fringe benefits, non-labor and in-kind match.

Overall Work Program

OWP Program Summaries

The following section presents a brief description of each OWP Program objective and the Strategic Plan Goal it supports.

010 System Planning

Manager: Naresh Amatya

Program Objective:

Transportation System Planning involves long-term planning for system preservation, system maintenance, optimization of system utilization, and strategic system expansion of all modes of transportation for people and goods in the six-county region, including Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura. The Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) is the primary vehicle SCAG uses to achieve our transportation system planning goals and objectives. As the MPO for this region, one of SCAG's major responsibilities is to develop, administer, and update the RTP/SCS. The primary objective of this work element is to ensure SCAG is fulfilling its roles and responsibilities in this area as the designated MPO and RTPA for this region. The focus of FY 2018-19 will be to continue to manage, guide, and monitor progress of the 2016 RTP/SCS and develop the 2020 RTP/SCS. SCAG will ensure that the 2020 RTP/SCS Plan is consistent with state and federal requirements while addressing the region's transportation needs.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #2 – Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

015 Transportation Finance

Manager: Annie Nam

Program Objective:

This work program is critical to addressing some of SCAG's core activities-specifically, satisfying federal planning requirements on financial constraint; ensuring a reasonably available revenue forecast through the RTP planning horizon, and addressing system level operation and maintenance cost analyses along with capital cost evaluation of transportation investments. In FY 2018-19, this work program will involve development of the 2020 RTP financial plan.

Overall Work Program

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver work products.

020 Environmental Planning

Manager: Ping Chang

Program Objective:

Prepare environmental documentation to ensure regulatory compliance with applicable federal and state laws. Review environmental plans, programs and projects of regional significance. Monitor changes in environmental compliance requirements. Integrate the most recent environmental policies into planning programs such as environmental justice. Enhance the intergovernmental review database to support planning programs such as performance monitoring. The focus of FY 2018-19 will be to continue to monitor progress of the 2016 RTP/SCS and provide additional environmental documentation for additional amendments, as needed. Staff will initiate and develop the 2020 RTP/SCS Programmatic Environmental Impact Report (PEIR), pursuant to the California Environmental Quality Act (CEQA).

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

025 Air Quality and Conformity

Manager: Ping Chang

Program Objective:

Perform regional transportation conformity and GHG emission analyses. Ensure that the RTP/SCS, FTIP and their amendments meet federal transportation conformity requirements and state SB 375 regional GHG emission reduction targets. Oversee and/or provide support for SCAG air quality planning, analysis, documentation and policy implementation. This includes collaboration with the California Air Resources Board (ARB) and local air districts in the SCAG region in developing air quality management plans/state implementation plans (AQMPs/SIPs), including new transportation conformity emission budgets to meet federal transportation conformity requirements. Facilitate federally required interagency consultation via SCAG's Transportation Conformity Working Group (TCWG), including the processing and acting as clearinghouse for the particulate matter (PM) hot spot analysis for transportation projects within the region. Continue the process to ensure the timely implementation of transportation control measures (TCMs). Continue to track and participate in

Overall Work Program

relevant air quality rulemaking. Collaborate with six County Transportation Commissions in the SCAG region to compile, review, and upload federally required information for projects funded by the Congestion Mitigation and Air Quality Improvement Program (CMAQ).

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

030 Federal Transportation Improvement Program (FTIP)

Manager: Pablo Gutierrez, Acting

Program Objective:

The Federal Transportation Improvement Program (FTIP) is a multimodal list of capital improvement projects programmed over a six-year period. The FTIP is the program that implements the RTP. The currently approved FTIP is the 2017 FTIP and was federally approved and found to conform on December 16, 2016. The program contains approximately \$27.7 billion worth of projects beginning FY 2016-17 to FY 2021-22. The FTIP must include all federally funded transportation projects in the region, as well as all regionally significant transportation projects and projects for which approval from a federal agency is required regardless of funding source. The FTIP is developed to incrementally implement the programs and projects in the Regional Transportation Plan. The FTIP is amended on an on-going basis, as necessary, thereby allowing projects consistent with the Regional Transportation Plan to move forward toward implementation. Staff expects Federal Agencies' approval of the 2019 FTIP in December 2018, at which time the 2017 FTIP will expire.

Strategic Plan:

Supports Goal #2 – Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

045 Geographic Information Systems (GIS)

Manager: Frank Wen

Program Objective:

To support SCAG's ongoing role as a Regional Information Center and manager for all data and information related to Southern California and to provide data support and mapping capabilities to better serve the needs of the agency and our partner agencies. This program will also provide data and information to stakeholders to promote economic development and enhance the effectiveness of decision-makers. Additional goals include discovering and developing cutting edge web-GIS applications and tools for data sharing; providing advanced spatial analytics and visualization for

Overall Work Program

insights of data and information; providing an interconnected platform for integrated planning and regional collaboration.

A top priority will be to provide GIS training, data cleanup/updating/sharing/standardizing and other GIS services to our local jurisdictions. Work will continue on the implementation of an Enterprise GIS system (including GIS hardware/software, GIS database, GIS analysis, and GIS applications) that will serve as the guide for meeting Objective #4 of the SCAG Strategic Plan. The program will play an integral part in the development of the Federal Transportation Improvement Program, amendments to the current RTP/SCS, and development of the 2020 RTP/SCS and other planning activities.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians;

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #3 – Be the foremost data information hub for the region; and

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

050 Active Transportation Planning

Manager: Sarah Jepson

Program Objective:

Staff will continue work on the development of the active transportation and public health components of the 2020 RTP/SCS, as well as, play a significant role in the stakeholder engagement and outreach process to ensure the plan resonates and empowers countywide and local agencies to advance policies and projects that align with regional planning goals.

For FY 2018-19, staff will also continue to focus on activities that support the delivery of more active transportation projects in the region, including the selection of projects to be included in the 2019 Regional ATP, administration of projects included in the Cycle 2 and 3 of the regional component of the Statewide Active Transportation Program, building support for local projects through the implementation Go Human demonstration projects, and providing technical assistance directly to cities through grants awarded through SCAG’s Sustainability Program. Staff will also work with Caltrans, counties and individual cities to help fund and advance multi-jurisdictional active transportation projects that are part of the RTP/SCS.

Staff will continue to lead the implementation of a Regional Active Transportation Safety and Encouragement Campaign with resources awarded from the Office of Traffic Safety and the Mobile

Overall Work Program

Source Air Pollution Reduction Review Committee (MSRC). The Campaign will be implemented in partnership with the six county health departments and six county transportation commissions and aims to increase levels of active transportation while reducing collisions. Staff will continue collaborating on the Caltrans Strategic Highway Safety Plan Challenge Areas related to active transportation and providing technical support on safety performance measures.

Efforts will also be continued to expand regional capability to measure the impact of active transportation investments, including through better data collection, modeling and co-benefit analysis (focusing on greenhouse gas emissions, public health and the economy).

This program also supports planning and analysis in other key policy areas including water, public health and energy, as related to the development and implementation of the RTP/SCS. Planning around public health will be expanded through expanded outreach to local partners and by providing resources and tools to local agencies.

Efforts will also be continued to expand regional capability to measure the impact of active transportation investments, including through better data collection, modeling and co-benefit analysis (focusing on greenhouse gas emissions, public health and the economy).

This program also supports planning and analysis in other key policy areas including water, public health and energy, as related to the development and implementation of the RTP/SCS. Planning around public health will be expanded through expanded outreach to local partners and by providing resources and tools to local agencies.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

055 Regional Forecasting & Policy Analysis

Manager: Frank Wen

Program Objective:

The key focus of this work element is to develop regional and county-level population, household and employment estimates and projections, which will be used for implementing and monitoring the 2016 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), and developing the 2020 RTP/SCS. Essential to the program is the development of state-of-the-art growth forecasting

Overall Work Program

methodologies and technical tools, which have set the standard for regional growth forecasting. This program also addresses the following: show growth forecasts in terms of population, employment, households and how underlying growth assumptions and scenarios are related to congestion and transportation investment. Additional program objectives include the collection, processing and analysis of data used in support of the planning activities of the agency.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians;

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #3 – Be the foremost data information hub for the region; and

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

060 Corridor Planning

Manager: Naresh Amatya

Program Objective:

Provide input to the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) on the design concept and scope of major transportation corridor investments, as identified upon the completion of corridor planning studies conducted under this work element and in partnership with other agencies. Ensure that corridor planning studies are completed in accordance with federal transportation planning requirements as identified in 23 CFR 450.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

Overall Work Program

065 Sustainability Program

Manager: Jason Greenspan

Program Objective:

SCAG's Sustainability Program is a core effort for implementing the 2016 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). The program demonstrates that the region can achieve both mobility and air quality goals through local land use and policy changes along with targeted transportation investments. Overall objectives of the Sustainability Program are met through the following projects:

Sustainability Grant Program Collaborative assistance to member local governments and communities for coordinating sustainable transportation, land use and regional policies and issues in local planning. Emphases will include local and regional planning for greenhouse gas reductions, locally-applied "Green Region Initiative" strategies, public health impacts related to transportation activities, and assistance in General Plan updates.

Greenhouse Gas Reduction Fund (GGRF) Technical Assistance: Help ensure state greenhouse gas reduction fund monies are available to Southern California region jurisdictions and stakeholders, particularly disadvantaged communities, and that funded projects support goals of the 2016 RTP/SCS, mitigate climate change, and advance state and federal transportation planning priorities.

Local Technical Assistance: Facilitation of the Toolbox Tuesdays Training Series to build local capacity in innovative and integrated transportation and planning tools.

SCAG Sustainability Awards: Awards Program for outstanding examples of integrated transportation and land use planning, implementing the 2016 RTP/SCS at the local level.

CTC Joint Work Programs: Policy coordination among SCAG and CTCs for various sustainability issues related to implementation of the RTP/SCS and CTC Joint Work Programs, such as First mile/Last mile, complete streets, climate action plans, adaptation, and active transportation.

Civic Sparks Program: Serve as Regional Coordinator for Civic Sparks Program and host program fellows.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Overall Work Program

070 Modeling

Manager: Guoxiong Huang

Program Objective:

Provide data and modeling services for the development and implementation of the RTP/SCS, FTIP, and other major land use and transportation planning initiatives. Analyze socioeconomic data and build analytical foundations for planning activities. Develop demographic and employment growth forecast through collaborating with local jurisdictions and peer planning agencies and building consensus. Continue to provide small area socioeconomic data for scenario planning and transportation modeling. Provide member agencies tools to analyze the impacts of their land use and planning decisions. Develop, maintain and improve SCAG's modeling tools to more effectively forecast travel demand and estimate resulting air quality. Maintain a leadership role in the Southern California modeling community by coordinating the Region's modeling activities and by providing technical assistance and data services to member agencies and other public institutions. Promote model consistency through an active subregional modeling program. Continue ongoing modeling collaboration with SCAG's partners to advance the region's modeling practices.

Strategic Plan:

Supports Goal #2 – Be the Foremost Data Information Hub for the Region.

080 Performance Assessment & Monitoring

Manager: Ping Chang

Program Objective:

Provide performance assessment and monitoring of the SCAG region (particularly the implementation of the 2016 RTP/SCS) including growth and development, transportation system performance, environmental quality, regional sustainability and climate resilience, and the socioeconomic well-being of the SCAG population (e.g., income and housing affordability). The results of the monitoring and assessment program provide the basis for informed policy-making and support plan implementation, particularly in relation to regional transportation planning and required federal performance monitoring and reporting. This program also works with the California Department of Transportation in the coordination and data collection mandated under the Highway Performance Monitoring System (HPMS).

Strategic Plan:

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

Overall Work Program

090 Public Information & Communications

Manager: Jeff Liu

Program Objective:

Develop and execute a comprehensive internal and external communications program that informs key audiences about SCAG programs, plans, initiatives and services via public relations, media relations, video production, website content management and print/graphic design.

Strategic Plan:

Supports Goal #6 – Deploy strategic communications to further agency priorities and foster public understanding of long-range regional planning.

095 Regional Outreach & Public Participation

Manager: Art Yoon

Program Objective:

Engage regional stakeholders in the SCAG planning and programming process through the support and enhancement of outreach efforts to local governments, Tribal Governments, and members of the various stakeholder entities, including community, environmental, business, and academic groups, as well as other interested parties. The SCAG Regional Offices are critical components in these efforts, with SCAG staff assigned to an office in each county in the SCAG region.

Strategic Plan:

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

100 Intelligent Transportation Systems (ITS)

Manager: Philip Law

Program Objective:

Continue engaging with regional stakeholders on ITS and ITS related matters, including use and maintenance of the updated Regional ITS Architecture. Maintain the web-accessible Architecture and provide documentation to maximize usability of the Architecture and ensure on-going maintenance. Seek to provide training and educational opportunities to stakeholders on ITS related topics in partnership with FHWA/Caltrans as opportunities become available.

Overall Work Program

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

120 OWP Development & Administration

Manager: Erika Bustamante

Program Objective:

Develop, administer, and monitor the Overall Work Program (OWP). The OWP is a required function of SCAG as the Metropolitan Planning Organization (MPO) for this region and provides a detailed description of the planning activities that will be completed by the MPO and its partners in the fiscal year.

Strategic Plan:

Supports Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver work products.

130 Goods Movement

Manager: Annie Nam

Program Objective:

This work program focuses on integrating freight related transportation initiatives into the regional transportation planning process, including efforts to refine and support the implementation of the Comprehensive Regional Goods Movement Plan and Implementation Strategy. This strategy includes proposals set forth in the 2016 RTP/SCS.

Strategic Plan:

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

Supports Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver work products.

Overall Work Program

140 Transit and Rail Planning

Manager: Philip Law

Program Objective:

Support and engage transit and rail operations in corridor and regional planning efforts and in further refining the transit and rail strategies for inclusion in the 2020 RTP/SCS. Monitor FTA rulemaking related to new provisions in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and coordinate with transit operators to address new requirements related to transit safety and transit asset management (TAM), as they relate to metropolitan transportation planning. Assess and monitor regional transit system performance. Work with transit operators through the Regional Transit Technical Advisory Committee to ensure stakeholder input and participation in the metropolitan transportation planning process, consistent with the SCAG MOUs with the transit operators.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

145 Sustainable Communities, Strategic Partnerships and Adaptation Planning Grant Program

Manager: Erika Bustamante

Program Objective:

To encourage local and regional planning that furthers state goals; to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system; and to support planning actions at the local and regional levels that advance climate change efforts on the transportation system.

Strategic Plan:

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

Overall Work Program

150 Collaborative Projects

Manager: Frank Wen

Program Objective:

Collaborative Projects fosters project-based cooperation across the five departments under the Land Use & Environmental Planning Division, with the goal of streamlining resources to provide enhanced services to jurisdictions and regional stakeholders. Projects included here involve substantial outreach with local staff (cities, counties, CTCs, and state/federal partners), aim to implement the 2016-2040 Regional Transportation Plan and Sustainable Communities Strategy (2016 RTP/SCS), and to initiate the planning process for the 2020 RTP/SCS. Planning efforts are focused by topic: Partnership for Sustainability, Cap and Trade, Comprehensive Monitoring, and Scenario Planning & Local Input: Pathways to the 2020 RTP/SCS.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians;

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #3 – Be the foremost data information hub for the region; and

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

225 Special Grant Projects

Manager: Sarah Jepson

Program Objective:

To fund and participate in environmental and transportation specialized projects with funding from discretionary grants and/or local funds contributed by local jurisdictions. Grants assist the region and local agencies to better integrate land use, technology and transportation planning to develop alternatives for addressing growth, sustainability and to assess efficient infrastructure investments that meet community needs. In addition, these discretionary grants provide funding to develop active transportation plans, complete streets plans and safe routes to school plans for local agencies. These grants also fund safety and encouragement campaigns in our region to increase public awareness and support for active transportation through regional partnerships between transportation agencies, health departments, local agencies, non-profits and private sector partners.

Overall Work Program

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians;

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

230 Regional Aviation & Airport Ground Access Planning

Manager: Naresh Amatya

Program Objective:

Continue to monitor progress of the 2016 RTP/SCS Aviation Program and support policies and actions, including promotion of regionalization at airports within the region, and prepare for updating the Regional Aviation Element in the 2020 RTP/SCS.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

265 Express Travel Choices Phase III

Manager: Annie Nam

Program Objective:

Develop an implementation strategy for mobility innovations and incentives.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver.

Overall Work Program

266 Regional Significant Locally-Funded Projects

Manager: Erika Bustamante

Program Objective:

This work program funds projects with local funds that are not eligible for Federal planning funds.

Strategic Plan:

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

267 Clean Cities Program

Manager: Jason Greenspan

Program Objective:

Administer the U.S. Department of Energy (DOE) Clean Cities Program for the SCAG Clean Cities Coalition, including performing outreach and marketing in support of expanding alternative fuels in the SCAG region through on going funds from DOE and funds from the California Energy Commission (CEC). Partner with public and private entities to displace petroleum gasoline use by encouraging purchase of alternative vehicles, increasing efficiency of existing fleet vehicles, and reduction of vehicle miles traveled (VMT).

Strategic Plan:

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

275 SB1 Sustainability Planning Grant Program

Manager: Jason Greenspan

Program Objective:

The Sustainability Planning Grant (SPG) Program is a proven, recognized and effective framework for deploying essential planning resources throughout the SCAG region. It will continue to be a critical tool in achieving SB 375 targets and other State goals aimed at reducing GHG emissions. The three main grant categories – Integrated Land Use; Active Transportation; and Green Region Initiative – offer jurisdictions the wherewithal to develop and update local plans that support State priorities, reduce vehicle miles travelled (VMT), and advance the region's Sustainable Communities Strategy (SCS).

Overall Work Program

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians;

Supports Goal #2 – Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy;

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

280 Future Communities Initiative

Manager: Sarah Jepson

Program Objective:

The Future Communities Initiative, guided by of the Open Data/Big Data- Smart and Connected SCAG Region Committee, includes early action items aimed at harnessing the power of new technologies, big data, open data as well as enhanced analytics to promote innovation in regional and local planning and reduce transportation demand. Tools and resources provided through the initiative will enable more informed regional and local policy making, increase the efficiency of public service delivery, and ensure the financial sustainability of future cities. The Future Communities Initiative will play a key role in reducing VMT and GHG emissions by modernizing regional land-use and transportation planning tools and providing local agencies with planning resources to pilot new technologies to reduce travel demand.

Strategic Plan:

Supports Goal #3 – Be the foremost data information hub for the region.

Supports Goal #4 – Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

285 SB1 Program Administration

Manager: Erika Bustamante

Program Objective:

Provide program administration for SB1 formula funds. Activities will include: conducting the procurement process for work performed by a consultant; preparing and reviewing contract documents; reviewing invoices and preparing requests for reimbursements each quarter; providing progress updates for each awarded grant project each quarter; preparing amendments to the OWP; and collecting and submitting final work products for completed projects.

Overall Work Program

Strategic Plan:

Supports Goal #7 – Secure funding to support agency priorities to effectively and efficiently deliver work products.

290 Sustainable Communities Strategy (SCS) Development

Manager: Jason Greenspan

Program Objective:

SCAG staff initiated implementation of the 2016 RTP/SCS immediately after its adoption, and has since launched research, planning and studies in preparation for the 2020 SCS. Much of SCAG's research and planning is focused on reducing single occupancy vehicle trips and transportation related GHG through: advancing mode shift; transportation demand management; operational efficiency; system accessibility; and integration of future transportation, employment and land use.

Strategic Plan:

Supports Goal #1 – Produce innovative solutions that improve the quality of life for Southern Californians.

Supports Goal #2 – Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

FTA Discretionary and Formula Grant Budget

FTA Discretionary and Formula Grant Budget

What is the FTA Discretionary and Formula Grant Budget?

SCAG is the Designated Recipient of Federal Transit Administration (FTA) Urbanized Area Formula Grants under 49 U.S.C. Section 5307 for the large urbanized areas (UZAs) with populations of 200,000 or more (according to the latest U.S. Census) in the SCAG region. Pursuant to the two-year transportation reauthorization bill that was signed into Law on July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21; P.L. 112-131), funding is authorized for 49 U.S.C. Section 5339 Bus and Bus Facilities Formula Grants Program and U.S.C. Section 5312 National Research & Technology Program to SCAG due to being the Section 5307 Designated Recipient.

As the Designated Recipient, SCAG is responsible to apply for and pass through Section 5339 and Section 5312 grant funds for specialized transportation programs and projects, which provide capital funding to replace, rehabilitate and purchase buses, vans, fixed guide-way, as well as to construct related facilities and purchase related equipment.

FTA Discretionary and Formula Grant Budget

The following table shows the FTA Discretionary and Formula Grant line item budget.

Cost Category	FY18 Amend No. 1	Proposed FY19	Incr (Decr)
500XX Staff	\$ 77,235	\$ 58,477	\$ (18,758)
54360 Pass Through Payments	3,525,186	12,075,472	\$ 8,550,286
55930 Miscellaneous other	-	64,847	\$ 64,847
58100 Travel	1,500	-	\$ (1,500)
59090 Expense - Local Cash	-	9,767,224	\$ 9,767,224
Sub-total	\$ 3,603,921	\$ 21,966,020	\$ 18,362,099
51000 Fringe benefits	\$ 59,292	\$ 46,198	\$ (13,094)
51001 Indirect costs	\$ 122,210	\$ 97,650	\$ (24,560)
Total	\$ 3,785,423	\$ 22,109,868	\$ 18,324,445

TDA Capital and Debt Service Budget

TDA Capital and Debt Service Budget

What is the TDA Budget?

State of California Public Utilities Code Section 99233.2 authorizes the Transportation Commissions in Los Angeles, Orange, Riverside and San Bernardino counties to allocate up to $\frac{3}{4}$ of 1 percent of their local transportation funds to SCAG as the multi-county planning agency for the region. SCAG uses TDA to fund local initiatives and to provide cash match as needed for projects funded with state or federal funds.

TDA Capital and Debt Service Budget

In FY 2018-19, the TDA budget includes \$6,452,462 for SCAG consultants and staff related costs, and \$705,827 for capital purchases and debt service payments for furniture/fixtures and audio visual equipment for the new SCAG offices.

The following table shows the TDA line item budget.

	FY18 Amend No. 1	Proposed FY19	Incr (Decr)
REVENUES:			
TDA Revenue	\$ 5,555,582	\$ 5,722,249	\$ 166,667
Transfer from Reserves	1,660,514	1,436,040	(224,474)
Total Revenues	7,216,096	7,158,289	(57,807)
EXPENDITURES:			
500XX Staff	\$ 1,257,125	\$ 810,855	\$ (446,270)
54300 SCAG consultant	2,036,787	4,039,823	2,003,036
55620 Resource materials / subscriptions	15,373	-	(15,373)
55920 Other meeting expense	3,000	3,344	344
55930 Miscellaneous other	-	18,459	18,459
56100 Printing	3,000	-	(3,000)
58100 Travel	6,931	6,459	(472)
58101 Travel - local	3,000	-	(3,000)
58110 Mileage	-	1,500	1,500
Sub-total	3,325,216	4,880,440	1,555,224
51000 Fringe benefits	872,242	421,939	(450,303)
51001 Indirect Cost	1,918,638	1,150,083	(768,555)
Non-Capital	\$ 6,116,096	\$ 6,452,462	\$ 336,366
55310 F&F Principal	-	231,850	231,850
55315 F&F Interest	-	49,426	49,426
55320 AV Principal	-	102,665	102,665
55325 AV Interest	-	21,886	21,886
55730 Capital Outlay	1,100,000	300,000	(800,000)
Capital & Debt Service	\$ 1,100,000	\$ 705,827	\$ (394,173)
Total Expenditures	\$ 7,216,096	\$ 7,158,289	\$ (57,807)

General Fund Budget

General Fund Budget (GF)

What is the General Fund Budget?

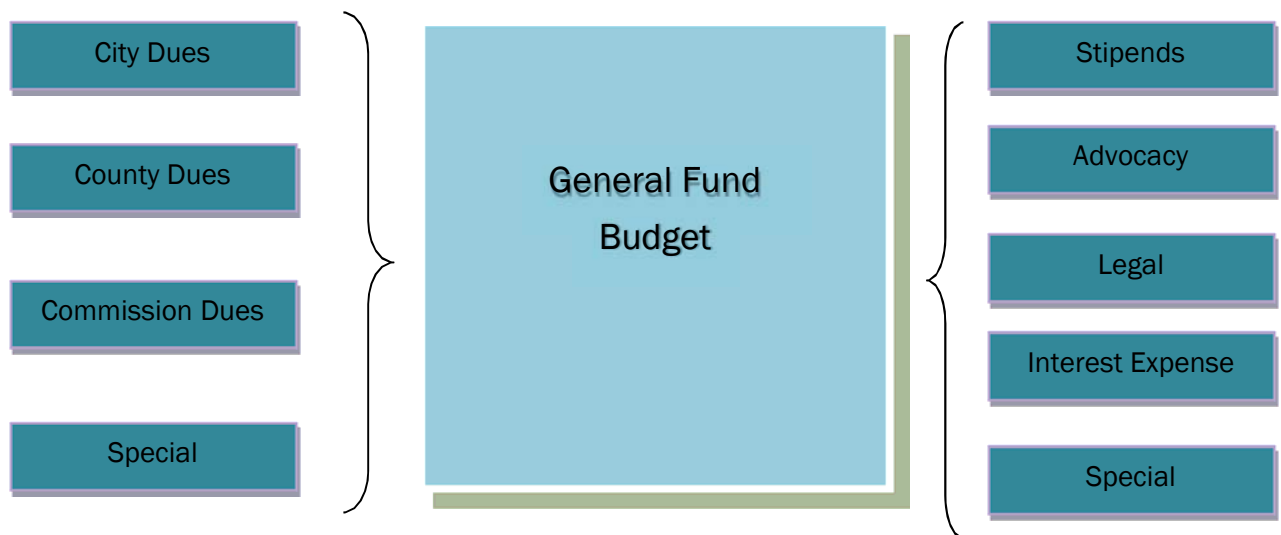
The General Fund (GF) has been established to: provide support to the Regional Council and its Subcommittees for the costs of stipends and travel; fund costs not eligible for grant reimbursement (i.e., interest expense); provide a source of working capital; finance program expenditures, which must be paid prior to sending requisitions to certain federal and state grantors; and authorize establishment of, and borrowing from, a line of credit. The General Fund is not an available resource to fund project costs otherwise chargeable to grants.

The Regional Council (RC) is responsible for conducting the affairs of SCAG pursuant to Article V (A) 4 of the By-Laws. Among other duties, the RC reviews and may revise, amend, increase or decrease the proposed annual GF budget as prepared by the Chief Financial Officer. The RC submits the approved GF budget to members of the General Assembly (GA) at least thirty (30) days before the annual meeting for review. After adoption of the budget and the annual assessment schedule by the GA, the RC controls all GF expenditures in accordance with the budget.

Membership Dues Assessments

The By-Laws require the Executive Director to annually submit the GF budget to the RC. Upon its adoption, the GA fixes membership assessment for all members of SCAG in amounts sufficient to provide the funds required by the GF budget.

Member dues are calculated in accordance with the guidelines of the By-Laws.



General Fund Budget

General Fund Line Item Budget

The following table shows General Fund revenues and expenditures by task.

		FY17 ACTUAL	FY18 AMEND NO.1 BUDGET	FY19 PROPOSED BUDGET	FY18 AMEND NO.1 TO FY19 PROPOSED INCR (DECR)
REVENUE:	Membership Dues:				
	Counties	297,899	300,111	307,523	7,412
	Cities	1,543,468	1,569,192	1,637,939	68,747
	Commissions	85,000	85,000	88,500	3,500
	Transportation Corridor Agency	10,000	10,000	10,000	-
	Air Districts	3,333	10,000	10,000	-
	Sub-total	1,939,700	\$ 1,974,303	\$ 2,053,962	\$ 79,659
	Interest	114,318	95,000	95,000	-
	Other	52,574	85,000	121,650	36,650
	General Assembly Sponsorships & Registrations	327,515	284,500	340,000	55,500
	Transfer from Reserves	-	1,300,000	-	(1,300,000)
	Sub-total	494,408	\$ 1,764,500	\$ 556,650	\$ (1,207,850)
	Total Revenues	2,434,108	\$ 3,738,803	\$ 2,610,612	\$ (1,128,191)
EXPENDITURES:					
Task .01 Regional Council	Regional Council:				
	Staff Time	1,323	9,634	9,904	270
	Legal Services	97,650	105,000	105,000	-
	Miscellaneous Other	5,917	1,000	1,000	-
	Networking Mtgs/Special Events	14,846	15,000	15,000	-
	Other Meeting Expense	53,134	20,000	20,000	-
	Printing		500	500	-
	RC/Committee Meeting	5,199	25,000	25,000	-
	RC Retreat	9,796	5,000	5,000	-
	Stipends	209,340	215,925	215,925	-
	Travel - Outside	57,207	35,000	35,000	-
	Travel - Local	29,843	25,000	25,000	-
	Travel - Reg Fees	13,559	1,000	-	(1,000)
	Mileage - Local	20,145	20,000	20,000	-
	Task sub-total	517,959	\$ 478,059	\$ 477,329	\$ (730)
Task 0.02 Legislative	External Legislative:				
	Staff Time	-	10,365	6,575	(3,790)
	Federal Lobbyist	-	112,247	119,000	6,753
	Other Meeting Expense	25,538	20,000	20,000	-
	Resource Materials / Subscriptions	1,340	-	-	-
	State Lobbyist	89,718	95,850	95,850	-
	Task sub-total	116,596	\$ 238,462	\$ 241,425	\$ 2,963
Task .03 RHNA	RHNA:				
	Staff Time	-	138,382	195,782	57,400
	Legal Services	-	-	75,000	75,000
	Task sub-total	-	\$ 138,382	\$ 270,782	\$ 132,400

General Fund Budget

General Fund Line Item Budget (continued...)

		FY17 ACTUAL	FY18 AMEND NO.1 BUDGET	FY19 PROPOSED BUDGET	FY18 AMEND NO.1 TO FY19 PROPOSED INCR (DECR)
Task .04 Other	Other:				
	Staff Time	4,290	8,177	10,924	2,747
	Bank Fees	16,259	12,500	12,500	-
	Contingency	15,390	-	-	-
	Demographic Workshop	27,551	18,000	18,000	-
	Economic Summit	92,328	80,000	80,000	-
	Housing Summit	107,565	40,000	40,000	-
	Miscellaneous Other	8,787	11,000	11,000	-
	Office Supplies	25,700	25,000	25,000	-
	Other Meeting Expense	36,572	-	-	-
	Professional Memberships	10,998	11,500	11,500	-
	SCAG Consultant	143,931	60,000	60,000	-
	SCAG Memberships	75,798	21,250	22,000	750
	Scholarships	24,000	32,000	32,000	-
	Security Services	64,935	-	-	-
	Sponsorships	144,058	135,000	135,000	-
	Travel	728	4,500	4,500	-
	Travel - Local	283	500	500	-
	Staff Lodging Expense	8,411	-	-	-
	Mileage - Local	443	500	500	-
	Task sub-total	808,025	\$ 459,927	\$ 463,424	\$ 3,497
Task .06 GA	General Assembly				
	Staff Time	16,652	13,783	26,372	12,589
	General Assembly	496,545	500,000	375,000	(125,000)
	Printing	-	5,000	25,000	20,000
	Mileage	423	1,000	3,000	2,000
	Task sub-total	513,620	\$ 519,783	\$ 429,372	\$ (90,411)
Task .07 LHI	Leasehold Improvements				
	Leasehold Improvements	-	900,000	-	(900,000)
	Task sub-total	-	\$ 900,000	\$ -	\$ (900,000)
Task .10 Capital	Capital Outlay > \$5K				
	Capital Outlay	-	400,000	-	(400,000)
		-	\$ 400,000	\$ -	\$ (400,000)
Task .11 Public Records Administration	Public Records Administration				
	Staff Time	2,710	21,787	20,658	(1,129)
		2,710	\$ 21,787	\$ 20,658	\$ (1,129)

General Fund Budget

General Fund Line Item Budget (continued...)

		FY17 ACTUAL	FY18 AMEND NO.1 BUDGET	FY19 PROPOSED BUDGET	FY18 AMEND NO.1 TO FY19 PROPOSED INCR (DECR)
Task .13	Sustainability Project				
Sustainability Project	SCAG Consultant	33,619	-	-	-
		33,619	\$ -	\$ -	\$ -
Task .14	International Collaboration				
International Collaboration	Staff Time	50,452	27,583	9,514	(18,069)
	Miscellaneous Other	131	-	-	-
	Other Meeting Expense	664	5,000	-	(5,000)
	Printing	-	5,000	5,000	-
	Travel	12,201	5,000	5,000	-
	Travel - Local	625	-	-	-
	Mileage	197	-	-	-
		64,270	\$ 42,583	\$ 19,514	\$ (23,069)
Task .16	El Segundo Litigation				
El Segundo Litigation	Staff Time	16,441	-	-	-
	Legal Services	50,340	-	-	-
	SCAG Consultant	2,114	-	-	-
		68,895	\$ -	\$ -	\$ -
Task .17	El Segundo Litigation - Joe Silvey				
El Segundo Litigation Joe Silvey	Legal Services	44,926	-	-	-
		44,926	\$ -	\$ -	\$ -
Task .19	El Segundo Litigation - PC Law Group				
El Segundo Litigation PC Law Group	Legal Services	5,151	-	-	-
		5,151	\$ -	\$ -	\$ -
Task .20	Go Human Events				
Go Human Events	Go Human	20,330	-	-	-
		20,330	\$ -	\$ -	\$ -
Task .21	Other Litigation				
Other Litigation	Staff Time	10,896	-	-	-
		10,896	\$ -	\$ -	\$ -
Total for all tasks		2,206,998	\$ 3,198,983	\$ 1,922,504	\$ (1,276,479)
Allocated Fringe Benefits		81,047	176,347	220,986	44,639
Allocated Indirect Costs		146,203	363,473	467,122	103,649
Total		2,434,248	\$ 3,738,803	\$ 2,610,612	\$ (1,128,191)

*Totals may not add due to rounding

Fringe Benefits Budget

Fringe Benefits Budget (FB)

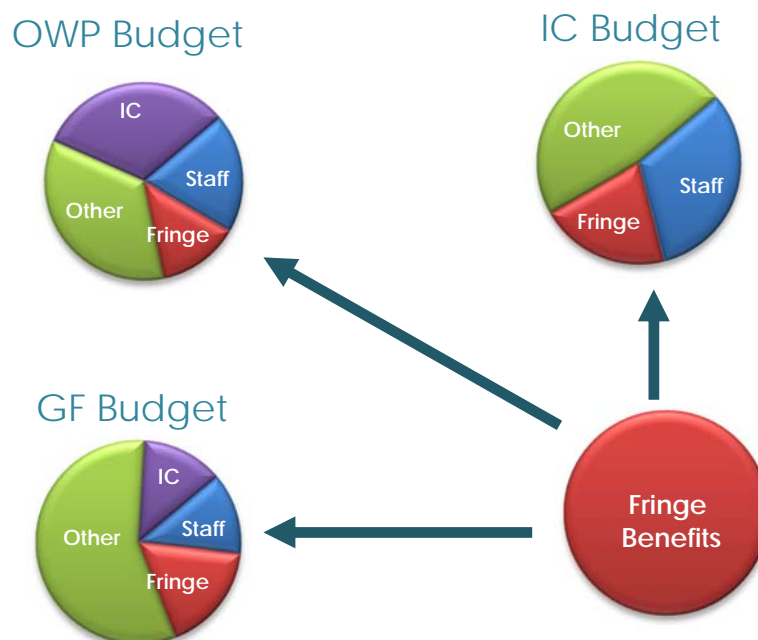
What is the Fringe Benefits Budget?

Fringe benefits (FB) are employee-associated costs such as leave expenses (vacation, holidays, personal floating holidays, sick leave, etc.), health plan expenses, retirement plan expenses, workers' compensation insurance, unemployment insurance, bus/rail/carpool expenses, tuition reimbursement expenses, and deferred compensation expenses. These costs are expressed as a rate for full-time regular staff. The rate is the pooled costs of the fringe benefits divided by the total salaries for full-time regular staff.

To participate in SCAG's fringe benefits program, staff must hold benefits-eligible positions as regular, at-will or limited-term positions. Some of these programs provide staff and their families with financial protection if they become ill or disabled. Others are designed to aid them in preparing for retirement or in meeting educational costs they incur for themselves. Others are designed to allow staff and their family's time to recreate and spend time together. Some part-time staff, interns, temporary employees and temporary agency workers are not eligible for SCAG's fringe benefits programs.

The employee-associated costs are related to SCAG's full-time staff to generate a fringe benefits burden rate. The fringe benefits burden is applied to all staff charges in OWP, General Fund and Indirect projects.

A rate is applied to all OWP, GF and IC salaries, e.g., for every \$1,000 of salaries, the FB budget is \$790.00 (79.00%).



Fringe Benefits Budget

Fringe Benefits Budget

The following table shows the Fringe Benefits line item budget.

GL Account	Line Item	FY18 Amend No. 1	Proposed FY19	Incr (Decr)
60002	Sick leave	277,589	272,404	(5,185)
60004	PFH	239,103	245,056	5,953
60003	Holiday	520,870	571,934	51,064
60001	Vacation	793,422	1,023,687	230,265
60110	PERS	4,026,077	4,607,315	581,238
60120	PARS	72,178	73,621	1,443
60200	Health insurance - actives	1,315,200	1,353,600	38,400
60201	Health insurance - retirees PAYGO	647,608	636,009	(11,599)
60202	Health insurance - retirees GASB 45	339,153	242,805	(96,348)
60210	Dental insurance	193,372	217,049	23,677
60220	Vision insurance	55,167	59,632	4,465
60225	Life insurance	86,963	83,863	(3,100)
60240	Medicare tax - employers	204,225	218,855	14,630
60245	Social security tax employers	53,053	45,900	(7,153)
60300	Tuition reimbursement	27,360	32,832	5,472
60310	Bus passes	148,840	156,639	7,799
60320	Carpool reimbursement	420	420	-
60400	Workers compensation	170,048	170,048	-
60405	Unemployment compensation Insurance	35,000	35,000	-
60410	Miscellaneous employee benefits	58,980	66,035	7,055
60415	SCAG 457 match	120,500	120,500	-
60450	Benefits administrative fees	3,346	2,914	(432)
60500	Automobile allowance	18,420	18,420	-
		9,406,895	10,254,538	847,643

*Totals may not add due to rounding

Indirect Cost Budget

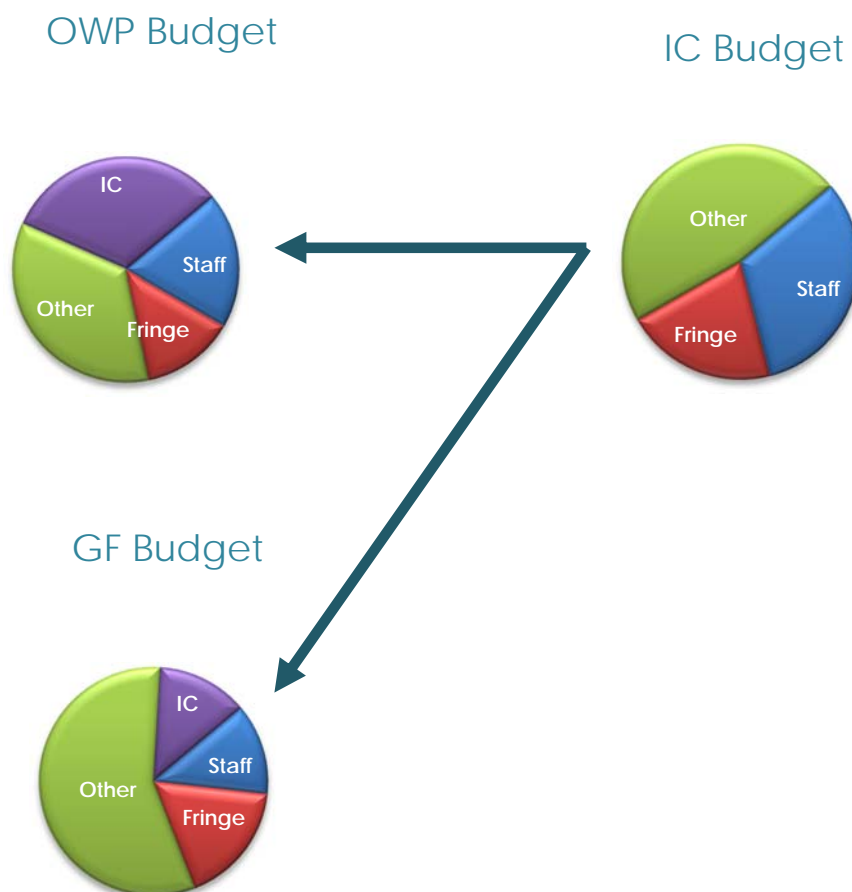
Indirect Cost Budget (IC)

What is the Indirect Cost Budget?

The Indirect Cost Budget is established to provide funding for staff salaries, fringe benefits and other non-labor costs that are not attributable to an individual direct program project, except on a pro-rata basis. The Indirect Cost Allocation Plan (ICAP) is based on Caltrans guidelines and requires their approval.

How is the Indirect Cost Budget Funded?

An IC rate, approved by Caltrans, is applied to all productive staff salaries and fringe costs. For example, for every \$1,000 of direct salaries and fringe, the IC budget is \$932.91 (93.29%). A review of the comprehensive line item budget chart on page 12 shows the impact of this concept. Notice that the OWP (pg.19) and General Fund (pg.40) budgets have each allocated funds for indirect costs which represents each budget component's share of funding the Indirect Cost program.



Indirect Cost Budget

Indirect Cost Budget

The following table shows the IC budget by category.

GL Account	Cost Category	FY18 Amend No. 1	Proposed FY19	Incr (Decr)
	Staff	\$ 3,998,687	\$ 4,701,920	\$ 703,233
54300	SCAG consultant	1,626,950	1,656,320	29,370
54340	Legal	50,000	125,000	75,000
55210	Software support	442,916	484,980	42,064
55220	Hardware support	66,253	86,000	19,747
55240	Repair- maintenance	15,000	15,000	-
55400	Office rent / Operating expense	830,000	724,350	(105,650)
55410	Office rent satellite	245,883	245,883	-
55415	Off-site Storage	-	2,500	2,500
55420	Equipment leases	120,000	120,000	-
55425	Lease Obligation Payment	1,555,787	-	(1,555,787)
55430	Equip repairs and maintenance	26,500	26,500	-
55435	Security Services	100,000	100,000	-
55440	Insurance	199,089	199,089	-
55441	Payroll / bank fees	17,000	15,000	(2,000)
55445	Taxes	6,200	5,000	(1,200)
55460	Materials & equipment <\$5K	14,000	14,000	-
55510	Office supplies	74,300	73,800	(500)
55520	Graphic Supplies	2,500	2,500	-
55530	Telephone	170,000	170,000	-
55540	Postage	10,000	10,000	-
55600	SCAG memberships	194,900	188,450	(6,450)
55620	Resource materials	54,800	57,300	2,500
55700	Depreciation - furniture & fixture	10,000	232,000	222,000
55710	Depreciation - computer	120,000	35,000	(85,000)
55715	Amortization - software	250,000	250,000	-
55720	Amortization - lease	37,500	70,000	32,500
55800	Recruitment adverting	20,000	20,000	-
55801	Recruitment - other	38,000	38,000	-
55810	Public notices	2,500	2,500	-
55820	In House Training	81,500	20,000	(61,500)
55830	Networking Meetings/Special Events	15,000	11,500	(3,500)
55840	Training Registration	-	65,000	65,000
55920	Other meeting expense	2,500	2,500	-
55930	Miscellaneous other	3,500	8,500	5,000
55950	Temporary help	38,500	38,500	-
56100	Printing	30,000	20,000	(10,000)
58100	Travel	90,500	82,500	(8,000)
58101	Travel - local	13,300	21,250	7,950
58110	Mileage	18,300	26,100	7,800
	Sub-total	\$ 10,591,866	\$ 9,966,942	\$ (624,923)
51000	Fringe benefits	2,978,395	3,587,326	608,931
	Total	\$ 13,570,261	\$13,554,268	\$ (15,992)

*Totals may not add due to rounding

Indirect Cost Budget

IC Functional Activities

The Indirect Cost budget is spread across several functional areas within the agency. The following chart describes the functional areas.

Group	Area	Functional Activity
Administration	Finance	Finance is responsible for all financial activities of the agency, including accounting, budget & grants, investment policy, contracts, procurement, internal audits, and directing outside audits.
	Human Resources	Human Resources (HR) is responsible for staff recruitment, employee relations, training, employee benefits, maintaining personnel records, and administration of personnel rules and systems.
	Information Technology	Information Technology (IT) supports IT operations, computers for office staff, modeling and GIS capabilities, phone systems, video conferencing and networks as well as Facilities/property management for all of SCAG offices.
	Records Management	Records Management (RM) is responsible for the management of the processes for the creation, distribution, maintenance, and disposition of records, whether in paper or electronic form, as evidence of the agency's business activities and transactions.
Agency-wide Management		The Agency-wide Management section is responsible for the management of staff, the budget, and day-to-day operations of the departments. The Executive Director is the official representative of the agency and its policies.
Legal Services		Legal Services is responsible for all internal and external legal affairs of the Association.
Policy & Public Affairs	Legislation	This unit is responsible for interfacing with the legislative processes at the federal and state level.
	Regional Services & Public Affairs	The primary responsibility of this unit is to maintain and expand governmental, community and private sector participation in the regional planning work of SCAG. This is done by working with cities and counties, local government officials, community and business interest groups.



FINAL Comprehensive Budget

FISCAL YEAR 2018-2019

SECTION III

Appendices

Budget Line Items

Description of Budget Line Item

The following chart shows budget line items and a description.

Account/Line Item	Description
500XX Staff	Staff wages including non-worktime.
54300 SCAG Consultant	Outside experts retained to provide special expertise.
54340 Legal	Outside legal experts retained to provide special expertise.
54350 Professional Services	Other services provided by outside professionals.
54360 Pass-Through Payments	Payments received by SCAG but passed through to other agencies.
55210 Software Support	Fees paid for telephone support and updates of SCAG's high end desktop and network software.
55220 Hardware Support	Fees paid for maintenance and repair contracts on SCAG's computer servers.
55240 Repair Maintenance	Processes that do not enhance function or extend the useful life of an asset are expensed as repairs.
5528X 3rd Party Contribution	Like-kind contribution from other agencies that are match for SCAG's grants.
55310 Furniture & Fixture Principal	Principal paid for furniture and fixture.
55315 Furniture & Fixture Interest	Interest paid for furniture and fixture.
55320 Audio-visual Equipment Principal	Principal paid for audio-visual equipment.
55325 Audio-visual Equipment Interest	Interest paid for audio-visual equipment.
55400 Office Rent / Operating Expense	Rent and operating expense paid for SCAG's main office.
55410 Office Rent Satellite	Rent paid for SCAG's satellite offices.
55415 Off-site Storage	Fees paid for off-site storage.
55420 Equipment Leases	Fees paid for copier, telephone, postage, equipment, etc.
55425 Lease Obligation Payment	Lease obligation payable to the landlord of the Los Angeles office in FY18.

Budget Line Items

Account/Line Item	Description
55430 Equipment Repairs and Maintenance	Fees paid to outside vendors to repair SCAG owned equipment.
55435 Security Services	The cost of physical security services at SCAG's locations.
55440 Insurance	SCAG's liability insurance.
55441 Payroll / Bank Fees	Fees paid for payroll processing & bank services.
55445 Taxes	Personal property taxes levied on SCAG's assets.
55460 Materials & Equipment <\$5,000	Used to buy capital equipment with unit costs under \$5,000. (do not need to depreciate)
55510 Office Supplies	Routine office supplies and paper for copy machines.
55520 Graphic Supplies	Materials used in the production of documents for agency communications, presentations, etc.
55530 Telephone	SCAG's monthly telephone fees paid for both voice and data lines.
55540 Postage	Postage and delivery fees.
55550 Delivery Services	Cost of outside courier delivery and other non-USPS services.
55600 SCAG Memberships	Pays for SCAG to belong to various organizations.
55610 Professional Memberships	Fees paid on behalf of SCAG employees to belong to certain professional organizations.
55620 Resource Materials / Subscriptions	Fees for book purchases, subscriptions and data acquisition.
55700 Depreciation - Furniture & Fixtures	The general fund buys assets that have a cost greater than \$5,000 using account 55730, Capital Outlay. The cost is recovered when depreciation is charged to a grant using this account.
55710 Depreciation - Computer	Same as above.
55715 Amortization - Software	To account for amortization of software.
55720 Amortization - Lease	To account for amortization of leasehold improvements.
55725 Fixed Asset Write-Down	Adjustments to the carrying cost of capitalized assets.

Budget Line Items

Account/Line Item	Description
55730 Capital Outlay	Fixed asset purchases greater than \$5,000. The cost is recovered when depreciation is charged to a grant.
55800 Recruitment Advertising	Advertising in certain journals and publications regarding job opportunities at SCAG.
55801 Recruitment – Other	Moving expenses and cost of sponsoring foreign employees (visas).
55810 Public Notices	Legal advertising that SCAG must undertake to support certain programs or grants.
55820 Staff Training	Used to provide access to outside training opportunities or to bring experts for in-house training.
55830 Networking Meetings / Special Events	Cost of informational events attended by SCAG staff and elected officials.
55840 Training Registration	Training registration cost for staff.
55860 Scholarships	Contributions by SCAG to offset the educational expense of selected students.
55910 RC/Committee Meetings	Pays for the food and other expenses associated with hosting RC and committee meetings.
55912 RC Retreat	The RC holds an annual off-site retreat. This budget pays for the actual meeting expenses such as meals and conference facilities.
55914 RC General Assembly	The by-laws require an annual meeting of the membership. This budget pays for the actual meeting expenses such as meals and conference facilities.
55915 Demographic Workshop	Pays for the meeting expenses of the annual workshop that addresses demographic issues.
55916 Economic Summit	Pays for the meeting expenses of the annual summit that addresses economic issues.
55918 Housing Summit	Pays for the expenses of the annual summit that addresses housing issues.
55920 Other Meeting Expense	Pays for other, non-food expenses related to meeting support.
55930 Miscellaneous Other	Pays for other, minor expenses not categorized elsewhere.
55940 Stipend-RC Meeting	Stipends paid to RC Members for attending meetings.
55950 Temporary Help	SCAG occasionally uses employment agencies to provide short term staffing.
55980 Contingency – General Fund	Funds available for unforeseen spending.

Budget Line Items

Account/Line Item	Description
56100 Printing	Pays for outside printing costs of SCAG publications and brochures.
58100 Travel	Pays for staff and RC travel on behalf of SCAG projects.
58101 Travel – Local	Travel inside the SCAG region.
58110 Mileage	Cost of automobile travel at the IRS rate per mile.
58150 Staff Lodging Expense	General funds used to pay for staff lodging expenses, under certain conditions, greater than state or federal guidelines.
58200 Travel-Registration Fees	Pays for conference and seminar registration fees.
58800 RC Sponsorships	General funds allocated to events supported by RC actions.
59090 Expense-Local Cash	Cash contributions from local agencies for projects funded with federal pass-through funds from SCAG.
60110 Retirement-PERS	Pays for employee share of contributions to PERS.
60120 Retirement-PARS	SCAG contribution to the supplemental defined benefit retirement plan.
60200 Health Insurance	SCAG contribution for employee health insurance
60201 Health Insurance -Retirees PAYGO	Retiree health insurance premiums paid to CalPERS.
60202 Health Insurance - Retirees GASB 45	Retiree health insurance premiums paid to the California Employers' Retiree Benefit Trust, as computed by an actuary.
60210 Dental Insurance	SCAG contribution for employee dental insurance
60220 Vision Insurance	SCAG contribution for employee vision insurance
60225 Life Insurance	SCAG cost of life insurance for each benefit-eligible employee.
60240 Medicare Tax Employer Share	SCAG pays a percentage of 1.45% (of payroll) contribution to Medicare for all employees hired after 1986.
60245 Social Security Tax Employers	Employer's share of social security on wages paid.
60300 Tuition Reimbursement	All employees can participate in a tuition reimbursement program for work related classes.

Budget Line Items

Account/Line Item	Description
60310 Transit Passes	All employees who utilize public transportation to commute are eligible to be reimbursed up to a specified maximum.
60320 Carpool Reimbursement	Eligible employees who are members of a carpool receive a specified monthly allowance.
60400 Workers Compensation Insurance	This is mandated insurance for employees that provides a benefit for work-related injuries.
60405 Unemployment Comp Insurance	Payments for unemployment insurance claims filed by former employees.
60410 Miscellaneous Employee Benefits	The cost of SCAG's Employee Assistance Program.
60415 SCAG 457 Match	SCAG managers and directors receive matching funds for 457 Plan deferred compensation contributions.
60450 Benefits – Administrative Fees	These fees pay for third parties who administer SCAG's cafeteria plan.
60500 Automobile Allowance	Allowances payable to executives in accordance with employment contracts.

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
<u>COUNTIES (6)</u>		
IMPERIAL	40,087	7,188
LOS ANGELES	1,053,030	131,892
ORANGE	125,792	36,574
RIVERSIDE	373,755	59,390
SAN BERNARDINO	308,906	53,423
VENTURA	98,424	19,056
SUB-TOTAL	1,999,994	307,523
<u>CITIES (189)</u>		
ADELANTO	34,273	3,654
AGOURA HILLS	21,018	2,184
ALHAMBRA	86,922	8,498
ALISO VIEJO	50,312	5,129
ANAHEIM	358,546	33,741
APPLE VALLEY	74,701	7,373
ARCADIA	57,374	5,779
ARTESIA	16,816	1,797
AVALON	3,718	442
AZUSA	49,762	5,079
BALDWIN PARK	75,537	7,450
BANNING	31,068	3,359
BARSTOW	24,248	2,481
BEAUMONT	46,179	4,749
BELL	36,408	3,850
BELLFLOWER	76,657	7,553
BELL GARDENS	42,824	4,440
BEVERLY HILLS	34,646	3,688
BIG BEAR LAKE	5,047	564
BLYTHE	19,660	2,059
BRADBURY	1,107	202
BRAWLEY	26,928	2,978
BREA	44,214	4,568
BUENA PARK	83,884	8,218
BURBANK	105,033	10,414
CALABASAS	24,202	2,477

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
CALEXICO	40,921	4,265
CALIMESA	8,637	895
CALIPATRIA	7,555	795
CAMARILLO	69,623	6,906
CANYON LAKE	10,891	1,252
CARSON	93,674	9,119
CATHEDRAL CITY	54,557	5,520
CERRITOS	50,039	5,104
CHINO	88,026	8,599
CHINO HILLS	80,676	7,923
CLAREMONT	36,225	3,833
COACHELLA	45,551	4,691
COLTON	53,879	5,458
COMMERCE	13,064	1,452
COMPTON	100,050	9,956
CORONA	167,759	16,186
COSTA MESA	114,044	11,243
COVINA	49,011	5,010
CUDAHY	24,411	2,496
CULVER CITY	40,103	4,190
CYPRESS	49,655	5,069
DANA POINT	33,699	3,601
DESERT HOT SPRINGS	29,111	3,179
DIAMOND BAR	57,066	5,751
DOWNEY	113,832	11,224
DUARTE	22,033	2,277
EASTVALE	64,613	6,445
EL CENTRO	45,628	4,698
EL MONTE	114,268	11,264
EL SEGUNDO	16,717	1,788
FILLMORE	15,683	1,693
FONTANA	212,786	20,329
FOUNTAIN VALLEY	56,709	5,718
FULLERTON	142,234	13,837
GARDEN GROVE	176,277	16,970
GARDENA	60,721	6,087
GLENDALE	201,748	19,313
GLENDORA	52,608	5,341
GRAND TERRACE	12,435	1,394
HAWAIIAN GARDENS	14,753	1,607

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
HAWTHORNE	87,662	8,566
HEMET	81,868	8,033
HERMOSA BEACH	19,616	2,055
HESPERIA	94,133	9,161
HIDDEN HILLS	1,885	273
HIGHLAND	54,377	5,503
HOLTVILLE	6,255	676
HUNTINGTON BEACH	197,574	18,929
HUNTINGTON PARK	59,383	5,964
IMPERIAL	18,658	1,967
INDIAN WELLS	5,450	601
INDIO	88,718	8,663
INDUSTRY	440	140
INGLEWOOD	114,900	11,322
IRVINE	267,086	25,325
IRWINDALE	1,423	231
JURUPA VALLEY	101,315	10,072
LA CANADA FLINTRIDGE	20,497	2,136
LA HABRA	62,084	6,212
LA HABRA HEIGHTS	5,463	603
LA MIRADA	49,434	5,049
LA PALMA	15,984	1,721
LA PUENTE	40,455	4,222
LA QUINTA	40,677	4,243
LA VERNE	33,174	3,552
LAGUNA BEACH	23,505	2,413
LAGUNA HILLS	31,544	3,402
LAGUNA NIGUEL	66,689	6,636
LAGUNA WOODS	16,319	1,752
LAKE ELSINORE	62,092	6,213
LAKE FOREST	84,931	8,315
LAKEWOOD	79,272	7,794
LANCASTER	157,820	15,271
LAWNDALE	33,365	3,570
LOMA LINDA	24,528	2,507
LOMITA	20,403	2,127
LONG BEACH	480,173	44,932
LOS ALAMITOS	11,739	1,330
LOS ANGELES	4,041,707	373,137
LYNWOOD	71,997	7,125

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
MALIBU	12,742	1,422
MANHATTAN BEACH	35,488	3,765
MAYWOOD	28,016	3,078
MENIFEE	90,660	8,842
MISSION VIEJO	96,718	9,399
MONROVIA	38,514	4,044
MONTCLAIR	39,122	4,100
MONTEBELLO	63,917	6,381
MONTEREY PARK	61,606	6,169
MOORPARK	36,828	3,889
MORENO VALLEY	206,750	19,774
MURRIETA	114,914	11,323
NEEDLES	5,044	564
NEWPORT BEACH	84,915	8,313
NORCO	26,882	2,973
NORWALK	105,526	10,460
OJAI	7,553	795
ONTARIO	174,283	16,786
OXNARD	207,772	19,868
PALM DESERT	50,740	5,169
PALM SPRINGS	47,379	4,859
PALMDALE	158,605	15,344
PALOS VERDES ESTATES	13,663	1,507
PARAMOUNT	55,923	5,646
PASADENA	143,333	13,938
PERRIS	75,739	7,469
PICO RIVERA	64,046	6,393
PLACENTIA	52,268	5,309
POMONA	155,306	15,040
PORT HUENEME	22,808	2,349
RANCHO CUCAMONGA	177,324	17,066
RANCHO MIRAGE	18,295	1,933
RANCHO PALOS VERDES	42,884	4,446
REDLANDS	69,851	6,927
REDONDO BEACH	68,907	6,840
RIALTO	106,528	10,552
RIVERSIDE	326,792	30,819
ROLLING HILLS	1,922	277
ROLLING HILLS ESTATES	8,059	842
ROSEMEAD	54,984	5,559

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
SAN BERNARDINO	216,972	20,714
SAN BUENAVENTURA	109,275	10,805
SAN CLEMENTE	65,975	6,571
SAN DIMAS	34,231	3,650
SAN FERNANDO	24,486	2,503
SAN GABRIEL	41,020	4,274
SAN JACINTO	47,925	4,910
SAN JUAN CAPISTRANO	36,262	3,837
SAN MANUEL BAND OF MISSION INDIANS	200	118
SAN MARINO	13,467	1,489
SANTA ANA	341,341	32,158
SANTA CLARITA	216,350	20,657
SANTA FE SPRINGS	18,291	1,933
SANTA MONICA	93,834	9,134
SANTA PAULA	30,654	3,321
SEAL BEACH	24,890	2,540
SIERRA MADRE	11,010	1,263
SIGNAL HILL	11,609	1,318
SIMI VALLEY	127,309	12,464
SOUTH EL MONTE	20,862	2,170
SOUTH GATE	98,633	9,575
SOUTH PASADENA	25,992	2,892
STANTON	39,611	4,145
TEMECULA	111,024	10,966
TEMPLE CITY	36,389	3,848
THOUSAND OAKS	131,457	12,846
TORRANCE	147,101	14,285
TUSTIN	82,372	8,079
TWENTYNINE PALMS	26,919	2,977
UPLAND	76,790	7,566
VERNON	209	119
VICTORVILLE	123,565	12,119
VILLA PARK	5,944	647
WALNUT	30,134	3,273
WEST COVINA	107,813	10,670
WEST HOLLYWOOD	35,882	3,802
WESTLAKE VILLAGE	8,370	870
WESTMINSTER	93,533	9,106
WESTMORELAND	2,302	312
WILDOMAR	35,782	3,792

Membership Assessment Schedule

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Proposed Membership Assessment Schedule

Fiscal Year 2018-19
as of February 1, 2018

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2018-19
WHITTIER	87,708	8,570
YORBA LINDA	67,890	6,747
YUCCA VALLEY	21,519	2,230
YUCAIPA	54,324	5,498
 SUB-TOTAL	 16,836,783	 1,637,939
GRAND TOTAL-ASSESSMENTS	18,836,777	1,945,462

COMMISSIONS

SANBAG	2,160,256	25,000
RCTC	2,384,783	25,000
VCTC	857,386	10,000
ICTC	188,334	3,500
Transportation Corridor Agency		10,000
OCTA	3,194,024	25,000
Air Districts		10,000
SUB-TOTAL		108,500
 TOTAL MEMBERSHIP AND ASSESSMENTS		 2,053,962

SCAG Salary Schedule

	Classification	Ranges						Time Base
		Minimum	Minimum Hourly	Midpoint	Midpoint Hourly	Maximum	Maximum Hourly	
1	Accountant I	\$58,178.59	\$27.97	\$66,897.73	\$32.16	\$75,616.86	\$36.35	Monthly
2	Accountant II	\$63,404.97	\$30.48	\$72,914.44	\$35.06	\$82,423.91	\$39.63	Monthly
3	Accountant III	\$70,390.48	\$33.84	\$80,945.23	\$38.92	\$91,499.98	\$43.99	Monthly
4	Accounting Systems Analyst	\$77,987.86	\$37.49	\$89,689.86	\$43.12	\$101,391.87	\$48.75	Monthly
5	Accounting Technician	\$45,533.28	\$21.89	\$52,365.83	\$25.18	\$59,198.37	\$28.46	Hourly
6	Administrative Assistant	\$51,601.11	\$24.81	\$59,329.32	\$28.52	\$67,057.54	\$32.24	Hourly
7	Assistant Analyst to the Ex Director	\$67,996.53	\$32.69	\$78,185.33	\$37.59	\$88,374.12	\$42.49	Monthly
8	Assistant Internal Auditor	\$77,919.09	\$37.46	\$89,595.17	\$43.07	\$101,271.25	\$48.69	Monthly
9	Assistant Regional Planner	\$64,738.25	\$31.12	\$74,459.67	\$35.80	\$84,181.09	\$40.47	Monthly
10	Assistant to the Executive Director	\$109,205.74	\$52.50	\$125,590.61	\$60.38	\$141,975.48	\$68.26	Monthly
11	Associate Analyst to the Ex Director	\$80,762.57	\$38.83	\$92,874.29	\$44.65	\$104,986.00	\$50.47	Monthly
12	Associate Regional Planner	\$75,474.55	\$36.29	\$86,798.40	\$41.73	\$98,122.25	\$47.17	Monthly
13	Budget and Grants Analyst I	\$63,546.15	\$30.55	\$73,076.84	\$35.13	\$82,607.52	\$39.72	Monthly
14	Budget and Grants Analyst II	\$74,530.67	\$35.83	\$85,714.00	\$41.21	\$96,897.32	\$46.59	Monthly
15	Chief Counsel/Director of Legal Services	\$190,459.68	\$91.57	\$219,032.54	\$105.30	\$247,605.40	\$119.04	Monthly
16	Chief Operating Officer	\$208,165.25	\$100.08	\$239,390.04	\$115.09	\$270,614.82	\$130.10	Monthly
17	Chief Financial Officer	\$181,261.12	\$87.14	\$208,452.89	\$100.22	\$235,644.66	\$113.29	Monthly
18	Chief Information Officer	\$172,531.61	\$82.95	\$198,420.47	\$95.39	\$224,309.33	\$107.84	Monthly
19	Clerk of the Board	\$97,598.59	\$46.92	\$112,231.74	\$53.96	\$126,864.89	\$60.99	Monthly
20	Community Engagement Specialist	\$61,491.14	\$29.56	\$70,713.50	\$34.00	\$79,935.86	\$38.43	Monthly
21	Contracts Administrator I	\$63,546.15	\$30.55	\$73,076.84	\$35.13	\$82,607.52	\$39.72	Monthly
22	Contracts Administrator II	\$74,530.67	\$35.83	\$85,714.00	\$41.21	\$96,897.32	\$46.59	Monthly
23	Contracts and Purchasing Assistant	\$51,567.57	\$24.79	\$59,308.92	\$28.51	\$67,050.26	\$32.24	Hourly
24	Database Administrator	\$86,563.38	\$41.62	\$99,545.41	\$47.86	\$112,527.45	\$54.10	Monthly
25	Department Manager	\$137,635.68	\$66.17	\$158,281.03	\$76.10	\$178,926.38	\$86.02	Monthly
26	Deputy Clerk of the Board	\$78,041.60	\$37.52	\$89,806.08	\$43.18	\$101,570.56	\$48.83	Monthly
27	Deputy Director (Division)	\$158,512.27	\$76.21	\$182,290.42	\$87.64	\$206,068.56	\$99.07	Monthly
28	Deputy Executive Director	\$198,068.68	\$95.23	\$227,788.10	\$109.51	\$257,507.53	\$123.80	Monthly
29	Deputy Legal Counsel I	\$100,262.18	\$48.20	\$115,307.18	\$55.44	\$130,352.19	\$62.67	Monthly
30	Deputy Legal Counsel II	\$120,314.18	\$57.84	\$138,368.18	\$66.52	\$156,422.19	\$75.20	Monthly
31	Division Director	\$172,531.61	\$82.95	\$198,420.47	\$95.39	\$224,309.33	\$107.84	Monthly
32	Executive Assistant	\$76,044.80	\$36.56	\$89,481.60	\$43.02	\$102,918.40	\$49.48	Hourly
33	GIS Analyst	\$74,780.16	\$35.95	\$85,997.18	\$41.34	\$97,214.21	\$46.74	Monthly
34	Grants Administrator	\$90,195.04	\$43.36	\$103,713.58	\$49.86	\$117,232.13	\$56.36	Monthly
35	Graphics Designer	\$60,134.18	\$28.91	\$69,154.67	\$33.25	\$78,175.15	\$37.58	Monthly
36	Human Resources Analyst	\$69,600.02	\$33.46	\$80,033.69	\$38.48	\$90,467.35	\$43.49	Monthly
37	Human Resources Assistant	\$59,674.57	\$28.69	\$68,624.42	\$32.99	\$77,574.28	\$37.30	Hourly
38	Internal Auditor	\$137,635.68	\$66.17	\$158,281.03	\$76.10	\$178,926.38	\$86.02	Monthly
39	Lead Accountant	\$98,383.51	\$47.30	\$113,144.86	\$54.40	\$127,906.21	\$61.49	Monthly
40	Lead Budget & Grants Analyst	\$90,187.33	\$43.36	\$103,706.73	\$49.86	\$117,226.13	\$56.36	Monthly
41	Lead Graphics Designer	\$71,536.61	\$34.39	\$82,260.92	\$39.55	\$92,985.24	\$44.70	Monthly
42	Lead Operations Technician	\$71,598.86	\$34.42	\$82,341.34	\$39.59	\$93,083.83	\$44.75	Monthly
43	Lead Programmer Analyst	\$100,323.59	\$48.23	\$115,368.43	\$55.47	\$130,413.26	\$62.70	Monthly

SCAG Salary Schedule

Classification	Ranges						Time Base
	Minimum	Minimum Hourly	Midpoint	Midpoint Hourly	Maximum	Maximum Hourly	
44 Legislative Aide	\$51,601.11	\$24.81	\$59,329.32	\$28.52	\$67,057.54	\$32.24	Hourly
45 Legislative Analyst I	\$59,255.10	\$28.49	\$68,142.10	\$32.76	\$77,029.10	\$37.03	Monthly
46 Legislative Analyst II	\$70,994.56	\$34.13	\$81,643.74	\$39.25	\$92,292.93	\$44.37	Monthly
47 Legislative Analyst III	\$82,125.49	\$39.48	\$94,435.44	\$45.40	\$106,745.39	\$51.32	Monthly
48 Legislative Analyst IV	\$93,129.65	\$44.77	\$107,100.36	\$51.49	\$121,071.08	\$58.21	Monthly
49 Management Analyst	\$76,040.24	\$36.56	\$87,450.08	\$42.04	\$98,859.92	\$47.53	Monthly
50 Member Relations Officer I	\$61,491.14	\$29.56	\$70,713.50	\$34.00	\$79,935.86	\$38.43	Monthly
51 Member Relations Officer II	\$73,673.60	\$35.42	\$84,724.64	\$40.73	\$95,775.68	\$46.05	Monthly
52 Member Relations Officer III	\$85,224.57	\$40.97	\$97,999.04	\$47.11	\$110,773.52	\$53.26	Monthly
53 Member Relations Officer IV	\$96,643.98	\$46.46	\$111,141.89	\$53.43	\$125,639.80	\$60.40	Monthly
54 Office Assistant	\$44,483.71	\$21.39	\$51,162.91	\$24.60	\$57,842.10	\$27.81	Hourly
55 Office Services Specialist	\$44,483.71	\$21.39	\$51,162.91	\$24.60	\$57,842.10	\$27.81	Hourly
56 Operations Supervisor	\$84,471.30	\$40.61	\$94,255.62	\$45.32	\$104,039.94	\$50.02	Monthly
57 Operations Technician	\$44,483.71	\$21.39	\$51,162.91	\$24.60	\$57,842.10	\$27.81	Hourly
58 Operations Technician II	\$53,407.01	\$25.68	\$61,414.08	\$29.53	\$69,421.15	\$33.38	Hourly
59 Operations Technician III	\$59,674.57	\$28.69	\$68,624.42	\$32.99	\$77,574.28	\$37.30	Hourly
60 Planning Technician	\$60,758.88	\$29.21	\$69,879.39	\$33.60	\$78,999.90	\$37.98	Hourly
61 Program Manager I	\$102,074.92	\$49.07	\$117,378.14	\$56.43	\$132,681.37	\$63.79	Monthly
62 Program Manager II	\$109,205.74	\$52.50	\$125,590.61	\$60.38	\$141,975.48	\$68.26	Monthly
63 Programmer Analyst	\$74,581.86	\$35.86	\$85,772.84	\$41.24	\$96,963.83	\$46.62	Monthly
64 Public Affairs Specialist I	\$61,491.14	\$29.56	\$70,713.50	\$34.00	\$79,935.86	\$38.43	Monthly
65 Public Affairs Specialist II	\$73,673.60	\$35.42	\$84,724.64	\$40.73	\$95,775.68	\$46.05	Monthly
66 Public Affairs Specialist III	\$85,224.57	\$40.97	\$97,999.04	\$47.11	\$110,773.52	\$53.26	Monthly
67 Public Affairs Specialist IV	\$96,643.98	\$46.46	\$111,141.89	\$53.43	\$125,639.80	\$60.40	Monthly
68 Receptionist	\$44,483.71	\$21.39	\$51,162.91	\$24.60	\$57,842.10	\$27.81	Hourly
69 Records Analyst	\$76,040.24	\$36.56	\$87,450.08	\$42.04	\$98,859.92	\$47.53	Monthly
70 Regional Planner Specialist	\$95,398.12	\$45.86	\$109,699.82	\$52.74	\$124,001.53	\$59.62	Monthly
71 Senior Accountant	\$77,911.38	\$37.46	\$89,596.88	\$43.08	\$101,282.39	\$48.69	Monthly
72 Senior Administrative Assistant	\$59,674.57	\$28.69	\$68,624.42	\$32.99	\$77,574.28	\$37.30	Hourly
73 Senior Analyst to the Ex Director	\$91,338.62	\$43.91	\$105,039.42	\$50.50	\$118,740.21	\$57.09	Monthly
74 Senior Budget & Grants Analyst	\$81,986.22	\$39.42	\$94,287.88	\$45.33	\$106,589.54	\$51.24	Monthly
75 Senior Contracts Administrator	\$81,986.22	\$39.42	\$94,287.88	\$45.33	\$106,589.54	\$51.24	Monthly
76 Senior Economist	\$93,368.37	\$44.89	\$107,376.30	\$51.62	\$121,384.22	\$58.36	Monthly
77 Senior Graphic Designer	\$67,805.34	\$32.60	\$77,973.67	\$37.49	\$88,142.00	\$42.38	Monthly
78 Senior Human Resources Analyst	\$84,787.79	\$40.76	\$97,516.10	\$46.88	\$110,244.41	\$53.00	Monthly
79 Senior Management Analyst	\$83,646.80	\$40.21	\$96,197.63	\$46.25	\$108,748.45	\$52.28	Monthly
80 Senior Operations Technician	\$65,649.99	\$31.56	\$75,489.52	\$36.29	\$85,329.05	\$41.02	Monthly
81 Senior Programmer Analyst	\$90,886.60	\$43.70	\$104,510.95	\$50.25	\$118,135.29	\$56.80	Monthly
82 Senior Regional Planner	\$83,037.14	\$39.92	\$95,493.82	\$45.91	\$107,950.50	\$51.90	Monthly
83 Senior Regional Planner Specialist	\$102,074.92	\$49.07	\$117,378.14	\$56.43	\$132,681.37	\$63.79	Monthly
84 Transportation Modeler I	\$63,830.21	\$30.69	\$73,404.74	\$35.29	\$82,979.27	\$39.89	Monthly
85 Transportation Modeler II	\$75,474.55	\$36.29	\$86,798.40	\$41.73	\$98,122.25	\$47.17	Monthly
86 Transportation Modeler III	\$89,068.51	\$42.82	\$102,435.47	\$49.25	\$115,802.42	\$55.67	Monthly
87 Transportation Modeler IV	\$102,074.92	\$49.07	\$117,378.14	\$56.43	\$132,681.37	\$63.79	Monthly
88 Transportation Modeling Prog Mgr	\$109,205.74	\$52.50	\$125,590.61	\$60.38	\$141,975.48	\$68.26	Monthly
89 Web/Graphic Designer	\$66,149.74	\$31.80	\$76,070.97	\$36.57	\$85,992.19	\$41.34	Monthly



900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017
Phone: (213) 236-1800

REGIONAL OFFICES

IMPERIAL COUNTY

1503 North Imperial Ave., Ste. 104
El Centro, CA 92243
Phone: (760) 353-7800

ORANGE COUNTY

OCTA Building
600 South Main St., Ste. 1233
Orange, CA 92868
Phone: (714) 542-3687

RIVERSIDE COUNTY

3403 10th St., Ste. 805
Riverside, CA 92501
Phone: (951) 784-1513

SAN BERNARDINO COUNTY

Santa Fe Depot
1170 West 3rd St., Ste. 140
San Bernardino, CA 92418
Phone: (909) 806-3556

VENTURA COUNTY

950 County Square Dr., Ste. 101
Ventura, CA 93003
Phone: (805) 642-2800

The Southern California Association of Governments (SCAG) is the nation's largest metropolitan planning organization and council of governments. To better serve the 18 million residents and 191 cities it represents, SCAG has an office in each of its six member counties: Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura. For more information about SCAG call (213) 236-1800 or visit us at www.scag.ca.gov.

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REPORT

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210
Agenda Item No. 2
May 3, 2018

NO. 599
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
REGIONAL COUNCIL
MINUTES OF THE MEETING
THURSDAY, APRIL 5, 2018

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE REGIONAL COUNCIL. A VIDEO RECORDING OF THE ACTUAL MEETING IS AVAILABLE ON THE SCAG WEBSITE AT: www.scag.ca.gov/scagtv/index.htm

The Regional Council of the Southern California Association of Governments (SCAG) held its meeting at 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017. A quorum was present.

Members Present

Hon. Margaret E. Finlay, President	<i>Duarte</i>	District 35
Hon. Alan D. Wapner, 1st Vice President	<i>Ontario</i>	SBCTA/SBCCOG
Hon. Bill Jahn, 2nd Vice President	<i>Big Bear Lake</i>	District 11
Hon. Michele Martinez, Imm. Past President	<i>Santa Ana</i>	District 16
Supervisor Luis Plancarte		Imperial County
Supervisor V. Manuel Pérez		Riverside County
Supervisor Curt Hagman		San Bernardino County
Supervisor Linda Parks		Ventura County
Hon. Mike T. Judge	<i>Simi Valley</i>	VCTC
Hon. Cheryl Viegas-Walker	<i>El Centro</i>	District 1
Hon. Greg Pettis	<i>Cathedral City</i>	District 2
Hon. Jim Hyatt	<i>Calimesa</i>	District 3
Hon. Clint Lorimore	<i>Eastvale</i>	District 4
Hon. Randon Lane	<i>Murrieta</i>	District 5
Hon. Frank Navarro	<i>Colton</i>	District 6
Hon. James Mulvihill	<i>San Bernardino</i>	District 7
Hon. L. Dennis Michael	<i>Rancho Cucamonga</i>	District 9
Hon. Ray Marquez	<i>Chino Hills</i>	District 10
Hon. Barbara Kogerman	<i>Laguna Hills</i>	District 13
Hon. Donald P. Wagner	<i>Irvine</i>	District 14
Hon. Charles Puckett	<i>Tustin</i>	District 17

Members Present – continued

Hon. Stacy Berry	<i>Cypress</i>	District 18
Hon. Kris Murray	<i>Anaheim</i>	District 19
Hon. Art Brown	<i>Buena Park</i>	District 21
Hon. Marty Simonoff	<i>Brea</i>	District 22
Hon. Sonny Santa Ines	<i>Bellflower</i>	District 24
Hon. Sean Ashton	<i>Downey</i>	District 25
Hon. José Luis Solache	<i>Lynwood</i>	District 26
Hon. Ali Saleh	<i>Bell</i>	District 27
Hon. Dan Medina	<i>Gardena</i>	District 28
Hon. Margaret Clark	<i>Rosemead</i>	District 32
Hon. Barbara Messina	<i>Alhambra</i>	District 34
Hon. Jonathan Curtis	<i>La Cañada Flintridge</i>	District 36
Hon. Carol Herrera	<i>Diamond Bar</i>	District 37
Hon. Sam Pedroza	<i>Claremont</i>	District 38
Hon. James Gazeley	<i>Lomita</i>	District 39
Hon. Pam O'Connor	<i>Santa Monica</i>	District 41
Hon. Vartan Gharpetian	<i>Glendale</i>	District 42
Hon. Steven Hofbauer	<i>Palmdale</i>	District 43
Hon. Laura Rosenthal	<i>Malibu</i>	District 44
Hon. Carmen Ramirez	<i>Oxnard</i>	District 45
Hon. Glen Becerra	<i>Simi Valley</i>	District 46
Hon. John Procter	<i>Santa Paula</i>	District 47
Hon. Steve Manos	<i>Lake Elsinore</i>	District 63
Hon. Marsha McLean	<i>Santa Clarita</i>	District 67
Hon. Jeffrey Giba	<i>Moreno Valley</i>	District 69
Hon. Ben Benoit	<i>Wildomar</i>	Air District Representative
Hon. Peggy Huang	<i>Yorba Linda</i>	Transpo. Corridor Agencies

Members Not Present

Supervisor Janice Hahn		Los Angeles County
Supervisor Hilda Solis		Los Angeles County
Supervisor Shawn Nelson		Orange County
Hon. Jan Harnik	<i>Palm Desert</i>	RCTC
Hon. James Predmore	<i>Holtville</i>	ICTC
Hon. Deborah Robertson	<i>Rialto</i>	District 8
Hon. Fred Minagar	<i>Laguna Niguel</i>	District 12
Hon. Steve Nagel	<i>Fountain Valley</i>	District 15
Hon. Tri Ta	<i>Westminster</i>	District 20
Hon. Victor Manalo	<i>Artesia</i>	District 23
Hon. Rex Richardson	<i>Long Beach</i>	District 29
Hon. Lena Gonzalez	<i>Long Beach</i>	District 30
Hon. Peggy Delach	<i>Covina</i>	District 33

Members Not Present - continued

Hon. Andrew Sarega	<i>La Mirada</i>	District 31
Hon. Judy Mitchell	<i>Rolling Hills Estates</i>	District 40
Hon. Gilbert Cedillo	<i>Los Angeles</i>	District 48
Hon. Paul Krekorian	<i>Los Angeles</i>	District 49/Public Transit Rep.
Hon. Bob Blumenfield	<i>Los Angeles</i>	District 50
Hon. David Ryu	<i>Los Angeles</i>	District 51
Hon. Paul Koretz	<i>Los Angeles</i>	District 52
Hon. Nury Martinez	<i>Los Angeles</i>	District 53
Hon. Monica Rodriguez	<i>Los Angeles</i>	District 54
Hon. Marqueece Harris-Dawson	<i>Los Angeles</i>	District 55
Hon. Curren D. Price, Jr.	<i>Los Angeles</i>	District 56
Hon. Herb Wesson, Jr.	<i>Los Angeles</i>	District 57
Hon. Mike Bonin	<i>Los Angeles</i>	District 58
Hon. Mitchell Englander	<i>Los Angeles</i>	District 59
Hon. Mitch O'Farrell	<i>Los Angeles</i>	District 60
Hon. José Huizar	<i>Los Angeles</i>	District 61
Hon. Joe Buscaino	<i>Los Angeles</i>	District 62
Hon. Erik Peterson	<i>Huntington Beach</i>	District 64
Hon. Barb Stanton	<i>Town of Apple Valley</i>	District 65
Hon. Michael Wilson	<i>Indio</i>	District 66
Hon. Rusty Bailey	<i>Riverside</i>	District 68
Hon. Sabrina Le Roy	<i>San Manuel Band of Mission Indians</i>	Tribal Government Regional Planning Board Representative
Hon. Eric Garcetti	<i>Los Angeles</i>	Member-at-Large
Mr. Randall Lewis	<i>Lewis Group of Companies</i>	Business Representative

Staff Present

Hasan Ikhara, Executive Director
Darin Chidsey, Chief Operating Officer
Debbie Dillon, Deputy Executive Director, Administration
Kome Ajise, Director of Planning
Art Yoon, Director, Policy and Public Affairs
Basil Panas, Chief Financial Officer
Julie Loats, Chief Information Officer
Joe Silvey, General Counsel
Joann Africa, Chief Counsel/Director, Legal Services
Tess Rey-Chaput, Office of Regional Council Support

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Margaret Finlay called the meeting to order at 12:18 p.m. and asked the Honorable Cheryl Viegas-Walker, El Centro, District 1, to lead the Pledge of Allegiance.

Councilmember Viegas-Walker asked for a moment of silence to honor the four Marines from the 3rd Marine Aircraft Wing who were killed after their helicopter crashed near El Centro and to also remember those families impacted by this tragedy including the men and women who serve our country here and abroad.

PUBLIC COMMENT PERIOD

There was no public comment.

PRESENTATION ITEM

Brian P. Kelly, Chief Executive Officer, California High-Speed Rail Authority (CHSRA)

Hasan Ikhata, Executive Director, welcomed and introduced Brian Kelly, former Secretary of the California Transportation Agency and CHSRA's new Chief Executive Officer.

Brian Kelly, CHSRA Executive Director, presented an overview of the release of the Draft 2018 Business Plan. He stated the project holds much promise to improve mobility, air quality and expand California's economy. The Draft Business Plan reflects the considerable challenges that have to be overcome to fully deliver the initial Silicon Valley to Central Valley Line. However, Mr. Kelly noted the mobility benefits and statewide connectivity advantages that will tie together the various economies of California. He also provided an update on the construction that is underway from Madera to north of Bakersfield.

Mr. Kelly stated Business Plans are due every two (2) years and updates are made to include a summary of progress and a review of current challenges and how these challenges are being addressed. He stated the Draft Plan raises the projected cost up to \$77.3 billion from the 2016 Plan's projected \$64 billion and extends the anticipated completion timeline from being operational in 2029 to 2033. He also confirmed that the Draft Plan establishes the rail line's initial operating segment will run from San Francisco to Bakersfield. Mr. Kelly announced the 60-day public comment period is from March 6 through May 7, 2018. This will be followed by the adoption by the Board at the May meeting and submission of the Plan to the Legislature on June 1. In closing, Mr. Kelly thanked the Regional Council for inviting him to the meeting and provided his and key staff's contact information for any questions regarding the project.

First Vice President Alan Wapner, SBCTA, thanked Brian Kelly for his presentation and asked about the status of the \$1 billion commitment in the Memorandum of Understanding (MOU) between CHSRA and SCAG, and its partner agencies for the region's projects that would complement High-Speed Rail and improve Metrolink and LOSSAN. Brian Kelly responded that the funding to the region must be appropriated by the Legislature and is capped at \$500 million and those dollars must be matched on a dollar for dollar basis. He further indicated that the Authority is continuing to work to find matching funds with state agencies or other Cap and Trade dollars.

Councilmember Marsha McLean, Santa Clarita, District 67, invited Brian Kelly to visit the city of Santa Clarita and requested a copy of the MOU.

Hasan Ikhata, Executive Director, acknowledged the request for a copy of the MOU and clarified that the MOU entailed investment of \$1 billion in Southern California to improve rail and was not specific to a line or a certain area.

Mr. Kelly clarified that the three sources of funding for the project are: 1) the federal government; 2) bond dollars from Proposition 1A; and 3) the 25% commitment of Cap and Trade funds.

Hasan Ikhata, Executive Director, expressed thanks to Brian Kelly and stated SCAG is looking forward to continuing to partner with CHSRA on bringing critical investments to Southern California. On behalf of the Regional Council, President Finlay, along with the Board Officers, presented Mr. Kelly with a token of appreciation.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no request to prioritize agenda items.

ACTION/DISCUSSION ITEMS

1. City of Inglewood Mobility Plan

President Finlay introduced the item and asked Hasan Ikhata, Executive Director, to provide background information.

Hasan Ikhata reported the major projects coming to Inglewood include the Crenshaw light rail line extension, the Airport Metro Connector Station, several thousand housing units and an athletic stadium that will host multiple professional sports teams including events in the 2028 Olympics as reported by Mayor James Butts at last month's Regional Council meeting. In order to support Inglewood's planning for a multimodal transportation network that meets the needs of all users, Mr. Ikhata stated that staff are proposing an agreement that will partially fund (up to \$200,000) a comprehensive and sustainable citywide Mobility Plan. The total anticipated project cost is \$550,000. SCAG staff propose to coordinate with the City of Inglewood and Los Angeles Metro to develop a Memorandum of Understanding and proposed project scope of work, which will be presented to the Regional Council for review and approval upon completion.

A MOTION was made (Becerra), to authorize staff to prepare a written agreement and an associated Scope of Work (SOW) with the City of Inglewood (City) to partially fund up to a maximum amount of \$200,000 a citywide Mobility Plan in partnership with the Los Angeles County Metropolitan Transportation Authority (LACMTA). Motion was SECONDED (Viegas-Walker) and passed by the following votes:

FOR: Ashton, Becerra, Benoit, Berry, Brown, Clark, Curtis, Finlay, Gazeley, Gharpetian, Giba, Hagman, Herrera, Hofbauer, Huang, Hyatt, Jahn, Judge, Kogerman, Lane, Lorimore, Manos, Marquez, Martinez, Mclean, Medina, Messina, Michael, Mulvihill, Murray, Navarro, O'Connor, Parks, Pedroza, Perez, Pettis, Plancarte, Procter, Puckett, Ramirez, Rosenthal, Saleh, Santa Ines, Simonoff, Solache, Viegas-Walker, Wagner, Wapner (48).

AGAINST: None (0).

ABSTAIN: None (0).

CONSENT CALENDAR

Approval Items

2. Minutes of the April 5, 2018 Meeting
3. Approval for Additional Stipend Payments
4. SCAG Participation in Meeting with Vancouver and Coalition of Cities/Regions, May 16 – 18, 2018
5. Contracts Amendment \$75,000 or Greater: Contract No. 17-034-G1, Construction Services SCAG Los Angeles Office
6. Contracts Amendment \$75,000 or Greater: Contract No. 17-010-C1, Year 2016 Model Update and Validation for 2020 Regional Transportation Planning/Sustainable Communities Strategy (RTP/SCS)
7. Contracts Amendment that exceeds \$75,000 and increases the contract value above \$200,000: Contract No. 17-028-SS1, Regional Greenhouse Gas (GHG) Emissions Reduction Study, "SCAG Pathways to 2050
8. SCAG Memberships and Sponsorships
9. AB 2417 (Rodriguez): Metro Gold Line Foothill Extension Construction Authority – Oppose, Unless Amended
12. Proposition 69 - Support
13. SB 1119 (Newman): Low Carbon Transit Operations Program – Support
14. Emergency and Disaster Relief Legislation

Receive & File

15. State and Federal Legislative Monthly Update
16. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
17. Future Communities Initiative Update
18. Environmental Justice Working Group Series
19. California Air Resources Board (ARB) SB 375 Target Update
20. Regional Planning Working Group
21. 2019 Active Transportation Program (ATP) Guidelines and Call for Projects

22. 29th Annual Demographic Workshop, June 11, 2018 – Draft Program

23. CFO Monthly Update

Except for Agenda Item Nos. 10 and 11, a MOTION was made (Viegas-Walker) to approve the Consent Calendar Agenda Item Nos. 2 through 14; and Receive and File Agenda Item Nos. 15 through 23. Motion was SECONDED (Navarro) and passed by the following votes:

FOR: Ashton, Becerra, Benoit, Berry, Brown, Clark, Curtis, Finlay, Gazeley, Gharpetian, Giba, Hagman, Herrera, Hofbauer, Huang, Hyatt, Jahn, Judge, Kogerman, Lane, Lorimore, Manos, Marquez, Martinez, Mclean, Medina, Messina, Michael, Mulvihill, Murray, Navarro, O'Connor, Parks, Pedroza, Perez, Pettis, Plancarte, Procter, Puckett, Ramirez, Saleh, Santa Ines, Simonoff, Solache, Viegas-Walker, Wagner, Wapner (47).

AGAINST: None (0).

ABSTAIN: Rosenthal (1).

WITHDRAWN / PULLED AGENDA ITEMS

10. AB 3162 (Friedman): Alcoholism or Drug Abuse Recovery or Treatment Facilities - Support

President Finlay reported the Executive/Administration Committee (EAC) took no action on Agenda Item No. 10, AB 3162 (Friedman) and proposed that it be withdrawn from the RC agenda. There being no objections, the item was withdrawn with no further discussion or action by the Regional Council.

11. Proposition 68: Parks, Environment and Water Bond - Support

For further discussion, Agenda Item No. 11 was pulled from the Consent Calendar by Councilmember Clint Lorimore, Eastvale, District 4.

Art Yoon, Director of Policy and Public Affairs stated that, if approved by the voters, Proposition 68 would authorize \$4 billion in bonds, pursuant to the State General Obligation Bond Law, to finance drought, water, parks, climate, coastal protection and outdoor access for all programs. Further, he stated the measure would require that between 15%-20% of the bond's funds, depending on the type of project, be dedicated to projects in "severely disadvantaged communities," which was defined by SB 5 as communities with median household incomes less than 60% of the statewide average. Finally, he stated the largest amount of bond revenue—\$725 million—would go toward neighborhood parks in park-poor neighborhoods in accordance with the Statewide Park Development and Community Revitalization Act of 2008.

Councilmember Lorimore expressed concerns regarding the measure especially "the amount of indebtedness" the state is assuming. He indicated the state has not sold its existing water bonds and there are no assurances on where the funds from the bond sale will be allocated in California.

A MOTION was made (Pettis) to support Item No. 11, Proposition 68. Motion was SECONDED (Ashton) and passed by the following votes:

FOR: Ashton, Berry, Brown, Clark, Curtis, Finlay, Gazeley, Herrera, Kogerman, Marquez, Martinez, Messina, Michael, Mulvihill, Murray, Navarro, O'Connor, Parks, Pedroza, Perez, Pettis, Plancarte, Procter, Puckett, Ramirez, Rosenthal, Saleh, Santa Ines, Solache, Viegas-Walker and Wapner (31).

AGAINST: Benoit, Giba, Hofbauer, Huang, Hyatt, Jahn, Judge, Lane, Lorimore, Manos, McLean, Medina, Simonoff and Wagner (14).

ABSTAIN: Gharpetian and Hagman (2).

BUSINESS UPDATE

As the business representative on the Regional Council, Randall Lewis, Lewis Group of Companies, reported the economy outlook is healthy, including the job market; however, there is a mismatch in available jobs and the skillset needed to fill these jobs. He also reported the uncertainties faced by the business community regarding tariffs and potential escalation of a trade war. With respect to housing, he reported the market continues to show strength; however, the cost increases continues to present a challenge. He also reported that storefront businesses are faced with challenges in the retail market due to e-commerce or online shopping. Finally, he shared several insights from a business conference that he recently attended.

AIR RESOURCES BOARD UPDATE

In the absence of Councilmember Judy Mitchell, Rolling Hills Estates, District 40, Hasan Ikhata reported the California Air Resources Board (ARB) voted to adopt new state and regional greenhouse gas reduction targets, approving a final target for the SCAG region of 19% per capita by the year 2035. Because this is a major achievement, he thanked the ARB Chair Mary Nichols; Executive Officer Richard Corey; Deputy Executive Officer Kurt Karperos; and ARB staff for their collaboration and partnership with SCAG. Mr. Ikhata stated SCAG is required to provide annual progress reports to ARB and emphasized the importance of a balanced transportation system.

EXECUTIVE DIRECTOR'S REPORT

Hasan Ikhata, Executive Director, noted Agenda Item No. 17 regarding the Future Communities Initiative that was adopted by the Open Data/Big Data – Smart and Connected SCAG Region Committee, has made significant progress in advancing the priority projects. He announced that SCAG will provide \$2.6 million to local jurisdictions for the implementation of data-driven solutions and the Call for Projects is expected to be in September 2018.

He also reported the Federal Department of Transportation notified SCAG that FHWA and FTA will be conducting a joint quadrennial review and certification of SCAG as a metropolitan planning organization. Every year, SCAG staff undertakes a self-certification review to ensure compliance with applicable federal requirements while every four years, FHWA and FTA conducts a formal certification review of SCAG. FHWA and FTA's site visit will conclude today and entailed interviews with some of our Regional Council members and transit operators. The final report documenting key findings and certification is expected to be issued in early summer this year. Although initial feedback has been positive, Mr. Ikhata acknowledged that SCAG would have to take appropriate action regarding any recommendations that are provided.

With respect to the California High-Speed Rail Authority, Mr. Ikhata expressed appreciation of the allocation of \$500 million in Proposition 1A funds to two key priority projects in the region and looked forward to a continuing partnership with the California High-Speed Rail Authority.

At the SCAG Legislative Reception in Sacramento held last March 7-8, 2018, Hasan Ikhata reported the delegation met with the state legislators and the discussions were productive and insightful.

Additionally, he reported that Darin Chidsey, Chief Operating Officer attended the California Transportation Reception in Washington, DC on March 13-15, 2018, along with the SCAG leadership.

Finally, he invited the members to extend the invitation to their fellow council members and other colleagues to attend and/or sponsor the Regional Conference and General Assembly.

PRESIDENT'S REPORT

Kolot Leadership Visit – March 19, 2018

On behalf of President Finlay, Immediate Past President Michele Martinez, who attended the Kolot Visit, provided a report of the 18-member delegation's visit from Israel comprised of Mayors, Vice Mayors and CEOs. There were several discussions regarding transportation, housing and emerging technologies. Second Vice President Bill Jahn also reported regarding recycling and water issues that were discussed during the visit.

SCAG Visit to Imperial County, March 29 – 30, 2018

President Finlay reported the SCAG Officers visited the Imperial Irrigation District's (IID) battery storage facility and the Salton Sea. President Finlay discussed the health concerns and issues surrounding the rapid shrinkage of the sea and the exposure of the lakebed and its dust emissions. She also reported that REACH Air Medical Services provided a tour of the county using its helicopter air ambulance. President Finlay thanked Supervisor Luis Plancarte and Councilmember Viegas-Walker for their hospitality.

New Members and Committee Appointments

President Finlay welcomed Paul Marquez, representing Caltrans District 7 as the new ex-officio member of the Transportation Committee, replacing Nieves Castro.

COMMITTEE REPORTS

Community, Economic and Human Development (CEHD) Committee Report

As the CEHD Committee Vice Chair, Councilmember Vartan Gharpetian, Glendale, District 42, reported that he was elected Chair of the Committee. Councilmember Peggy Huang, TCA, was elected as Vice Chair. He also reported the committee heard presentations and updates regarding Active Transportation

Safety, AB SB 375 GHG Target, Mapping Transit Measures; and invited the members to attend the Annual Demographic Workshop scheduled for June 11, 2018.

Energy and Environment Committee (EEC)

As the EEC Chair, Councilmember Carmen Ramirez, Oxnard, District 45, reported the Committee elected its new Chair, Supervisor Linda Parks and Vice Chair, Supervisor Luis Plancarte. She also reported the committee heard presentations regarding Health Equity and Climate Change; Ventura County Raptor Pilot Study; ARB 375; Edison's Charge Ready Pilot Project and an update on Active Transportation Safety Campaign.

Transportation Committee (TC) Report (The Honorable Randon Lane)

As the TC Chair, Supervisor Curt Hagman, San Bernardino County, reported the Committee re-elected him as the its Chair and congratulated new Vice Chair Councilmember Cheryl Viegas-Walker. He also reported on various presentations heard by the committee regarding Downtown LA Streetcar; Southern California Optimized Rail Expansion; Harbor Performance Enhancement Center; and Active Transportation Guidelines Call for Projects.

Legislative/Communications and Membership Committee

As the LCMC Chair, Councilmember Clint Lorimore, Eastvale, District 4, thanked the Regional Council for approving LCMC's recommendation to support membership with the California Contract Cities Association and the National League of Cities. He also reported on LCMC's recommendations regarding Propositions 68 and 69 and encouraged the members to further research Proposition 69's intended purpose. Chair Lorimore also reported the committee recommended an "Oppose Unless Amended" position regarding AB 2417 (Rodriguez) because SBCTA was not included as an additional voting member of the Metro Gold Line Foothill Extension Construction Authority. Finally, Chair Lorimore thanked President Finlay for appointing him as Chair of the LCMC.

General Assembly (GA) Host Committee Report

As Chair of the GA Host Committee, Second Vice President Bill Jahn, Big Bear Lake, District 11, reminded members to attend the Regional Conference and General Assembly, May 3 – 4, 2018. He also provided an overview of the conference schedule.

Audit Committee Report

As Chair of the Audit Committee, Second Vice President Bill Jahn, Big Bear Lake, District 11, reported the external auditors, Vavrinek, Trine and Day (VTD), presented its work plan for the preliminary audit which is expected to be completed in December 2018. He also reported the internal audit provided an update on contract pre-award reviews and identified potential areas of improvement relating to project management. Finally, Chair Bill Jahn reported the committee approved the Internal Audit Charter update.

FUTURE AGENDA ITEM/S

There were no future agenda items.

ANNOUNCEMENT/S

Councilmember Dan Medina, Gardena, District 28, invited the members to visit the 375-foot replica of the Vietnam Veterans Memorial that will be displayed at the Mas Fukai Park in the city of Gardena. The viewing of the display is open 24 hours a day from April 5 – 8, 2018. The display lists the names of more than 58,000 fallen service members who perished or went missing in the Vietnam War. Admission is free.

President Finlay announced the next meeting of the Regional Council is scheduled for Thursday, May 3, 2018 at the Renaissance Indian Wells Resort & Spa, in conjunction with the Regional Conference and General Assembly.

ADJOURNMENT

There being no further business, President Finlay adjourned the Regional Council meeting at 2:09 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE REGIONAL COUNCIL]

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Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210
Thursday, May 3, 2018
Agenda Item No. 3

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Hasan Ikhata, Executive Director

Subject: Approval of Additional Stipend Payments

RECOMMENDED ACTION:

Approve additional stipend payments for SCAG President Margaret Finlay, Duarte, District 35; First Vice President Alan Wapner, SBCTA; and Second Vice President Bill Jahn, Big Bear Lake, District 11, who, over the past month, attended and represented SCAG at several meetings and agency-sponsored events and are eligible to receive the additional stipends upon RC approval pursuant to the Regional Council Stipend Policy.

EXECUTIVE SUMMARY:

Pursuant to the Regional Council Stipend Policy, staff is seeking Regional Council approval for SCAG President Margaret Finlay, Duarte, District 35; First Vice President Alan Wapner; and Second Vice President Bill Jahn, for additional stipend payments, as requested, for attending and representing SCAG at several meetings and agency-sponsored events. Nine (9) or more per diem stipends per month for Regional Council officers and members require Regional Council approval.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan, Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

BACKGROUND:

In accordance with the Regional Council Policy Manual, Article VI, Sections 1.4 – 1.6, "Regional Council members are eligible to receive up to six (6) per diem stipends per month. The President may authorize up to two (2) additional per diem stipends per month for Regional Council members. Nine (9) or more per diem stipends per month for Regional Council officers and members require Regional Council approval."

For Regional Council approval, the following is a list of stipends requested by SCAG President Margaret Finlay; First Vice President Wapner and Second Vice President Bill Jahn who submitted nine (9) or more stipend requests for a single month:

For the month of March 2018, President Finlay attended the following which will count towards her 9th through 16th stipend request for the month:

- March 7 – Dinner Meeting in Sacramento for Legislative Advocacy
- March 8 - Sacramento Legislative Advocacy
- March 12 - Meet with General Counsel
- March 16 - Media Prep Call with SCAG Communications Manager
- March 16 - Phone call with Holtville newspaper reporter
- March 28 - SCAG Open House
- March 29 – Dinner Meeting in Imperial County
- March 30 – Meeting in Imperial County Elected Officials

For the month of March 2018, First Vice President Wapner attended the following which will count towards his 9th through 14th stipend request for the month:

- March 19 – APTA (Day 3)
- March 20 – APTA (Day 4)
- March 28 – Meeting with SCAG Executive Director and COO
- March 28 – SCAG Open-House
- March 29 – Dinner Meeting in Imperial County
- March 30 – Meeting in Imperial County Elected Officials

For the month of March 2018, Second Vice President Jahn attended the following which will count towards his 11th through 12th stipend request for the month (9th and 10th stipend requests for March were previously approved by RC):

- March 29 – Dinner Meeting in Imperial County
- March 30 – Meeting in Imperial County Elected Officials

FISCAL IMPACT:

Funds for RC stipends are included in the General Fund Budget (800-0160.01: Regional Council).

ATTACHMENT/S:

None

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Thursday, May 3, 2018

Agenda Item No. 4

To: Regional Council

EXECUTIVE DIRECTOR'S
APPROVAL

From: Executive/Administration Committee
Bylaws and Resolutions Committee

A handwritten signature in blue ink, appearing to read "Hosain Khurshid", is written over the "APPROVAL" text.

Subject: Draft Regional Council Policy Manual (Article II to be completed)

RECOMMENDED ACTION:

That the Regional Council review and thereafter adopt the Draft Regional Council Policy Manual with the understanding that Article II will be completed at a later date and separately submitted to the Regional Council for possible adoption.

EXECUTIVE SUMMARY:

This year SCAG staff have substantially revised the Regional Council Policy Manual. Many sections from the previous version of the Policy Manual have been retained although they may be organized in different fashion. Sections from the previous version that were no longer applicable to SCAG's operations have been eliminated. New sections have been added and many materials updated.

Work is continuing on Article II which addresses complaints about violations of the Code of Conduct contained in the Policy Manual. The remaining Article II materials will be completed and provided for consideration by the Regional Council after the General Assembly.

The Bylaws and Resolutions Committee and the Executive/Administration Committee have both reviewed the Draft Regional Council Policy Manual and recommended several changes which have been incorporated. Both Committees have recommended that the Regional Council review and then adopt the Draft Regional Council Policy Manual with the understanding that Article II will be completed at a later date and separately submitted to the Regional Council.

STRATEGIC PLAN: This item supports SCAG's Strategic Plan Goal 1 (Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective C (Provide practical solutions for moving new ideas forward)).

BACKGROUND:

The Draft Regional Council Policy Manual contains materials that direct the operations and procedures of the Regional Council and SCAG staff. This year SCAG staff have substantially revised the Policy Manual and presented it to both the Bylaws and Resolutions Committee and the Executive/Administration Committee for consideration. After proposing several additions and changes and by unanimous votes, both Committees recommended that the Draft Regional Council Policy Manual be sent to the Regional Council for consideration and possible adoption with the understanding that Article II will be completed at a later date and separately submitted to the Regional Council.

The Executive/Administration Committee also approved a change to the Draft Regional Council Policy Manual that is contingent upon a proposed Bylaw Amendment that will be considered at the General Assembly. This additional change is not included in the attached Draft Regional Council Policy Manual but may be submitted to the Regional Council for consideration after the General Assembly.

The draft materials being provided to the Regional Council include the additions and changes requested by the Bylaws and Resolutions Committee at its meeting on March 28, 2018 and the Executive/Administration Committee at its meeting on April 5, 2018.

Attachment 1 - Attachment 1 describes the sections of the revised Policy Manual and highlights significant changes and issues.

Attachment 2 - Attachment 2 is a draft copy of the Regional Council Policy Manual. It is complete except for Article II which will address complaints regarding violations of the Code of Conduct. Work on Article II is continuing and is focused on the concerns expressed by several on the Regional Council about the importance of due process considerations in matters relating to alleged violations of the Code of Conduct.

ATTACHMENTS:

1. Significant Changes/Issues in Draft Regional Council Policy Manual
2. Draft Regional Council Policy Manual

Attachment 1

Significant changes/Issues Draft RC Policy Manual

Introduction

1. There is new emphasis on the annual updating of the document to coincide with the annual review of the Bylaws. In addition the Introduction includes the previous reminder that the document may be updated by the Executive Director to reflect new policies adopted by the Regional Council or new laws/regulations, any of which might happen before the next updating cycle.
2. The materials on Vision, Mission and Core Values have been updated to reflect the new Strategic Plan.

Article I - Code of Conduct

1. The Code of Conduct is a new stand-alone section. It does draw upon materials that were included in the previous version of the RC Policy Manual. Also included are materials from similar sections in operating manuals from other entities, both public and private.
2. Sections A, B and C regarding Harassment, Discrimination and Retaliation are standard SCAG materials. The remaining materials are primarily from sources outside SCAG.

Article II - Complaints Alleging Violations of the Code of Conduct

1. Most of this Article is still being developed to address due process concerns raised at the RC.

Article III – Conflict of Interest

1. The contents of this Article are intended to be consistent with all of the conflict policies in the previous Policy Manual. General explanations of conflict concepts are presented along with the direction to seek legal advice if there appears to be a potential problem.

Article IV – Composition, Attendance, and Policies for the Regional Council, Policy Committees and Other SCAG Subcommittees and Task Forces

1. This Article repeats many of the policies contained in the previous Policy Manual. There are differences as noted in the following paragraphs. In addition, any materials that are addressed in the Bylaws are not included in this Article.

2. Section B (3) makes clear the need for the President to report on any special meetings of the EAC at which the EAC acts on behalf of the RC as allowed by the Bylaws.
3. Section C (3) describes the discretionary actions that the Executive Director and the President may take in the event of repeated absences by a subregional or at large member of a Policy Committee.

Article V - District Representative Appointments, Election Procedures and No Confidence Votes

1. This Article includes additional specific details about deadlines, quorums, appointments, terms, and vacancies.
2. Responsibility for handling District elections is placed on SCAG staff not subregional staff
3. Procedures for No Confidence votes are included in Section H.
4. A summary of the District Election procedures is included in Appendix A to the Policy Manual

Article VI – The Ralph M. Brown Act: Requirements and SCAG Policies

1. The Article provides guidance on certain aspects of the Brown Act that can be troublesome or confusing for elected officials and staff including: which committees and what types of meetings are subject to the Brown Act; the types of locations that can and cannot be used for videoconferencing and teleconferencing for meetings; the ability of staff and consultants to call into meetings from locations that have not been noticed in posted agenda materials; and changes to agendas after posting.
2. Section D (6) allows teleconferencing and videoconferencing for special meetings of the EAC and meetings of SCAG committees and task forces but not for meetings with include closed session agenda items.

Article VII – Rules of Procedure for the Conduct of Meetings

1. Rosenberg's Rules are substituted for Robert's Rules as the basis for the rules of procedure used for SCAG meetings although special SCAG rules are retained.
2. Rosenberg's Rules are presented in an Appendix C. SCAG's Rules of Order are summarized in Appendix B.

Article VIII – Stipends and Expense Reimbursements

1. The procedures include new specific requirements for stipends and travel expenses and the procedures through which they are to be paid.
2. Section B clarifies that stipends will be paid for multiple meetings on a single day only when the involved meetings are at different addresses. Also, the President will be authorized 12 stipends per month without the need for Regional Council approval and the other officers will be authorized 9 stipends per month without the need for Regional Council approval.
3. Section C clarifies that individuals serving in an ex officio capacity are not eligible for stipends or the reimbursement of travel expenses except for certain General Assembly expenses.
4. Section F indicates that meal allowances (including gratuities), which can be claimed without receipts, are as follows: Breakfast - \$10.50; Lunch - \$16.50; and Dinner - \$34.50. Section F also describes the limitations on reimbursement for airfare and for lodging when government rates are not available.

Article IX – Approval and Reporting Thresholds and Delegation of Approval Authority

1. This Article delineates the approval and reporting requirements for various types of documents and activities (e.g. contracts, purchase orders, etc.).
2. Sections E and F addressing claims, litigation and employment settlements contain new materials.

Article X – California Public Records Act

1. This is a new Article that generally describes the requirements of the Act as it pertains to SCAG.
2. Section G is especially important as it describes a new policy to be employed in connection with public records that reside on private electronic devices or in private email accounts.

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REGIONAL COUNCIL **POLICY MANUAL**



Adopted Sep 2007
Updated Jul 2009
Revised ____ 2018

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INTRODUCTION

Although the Policy Manual has been updated several times, this Amended and Restated Policy Manual (herein "Policy Manual") is the first comprehensive update since the Policy Manual was adopted in 2007. The original version of the Policy Manual incorporated various policies that had been previously adopted by the Regional Council over the years. This update reformats the existing policies and addresses new topics (e.g. the Public Records Act), eliminates topics that are no longer relevant (e.g. Lapsing Fund Policy) and allows certain materials to become stand-alone documents (e.g. SCAG's Strategic Plan). This updated Policy Manual is intended to be a helpful tool for the Regional Council in its efforts to guide the SCAG organization in finding solutions for issues facing the Southern California region.

After adoption by the Regional Council, the Policy Manual will be reviewed and updated on an annual basis concurrent with the annual process that is undertaken for SCAG's Bylaws. Unlike the Bylaws, approval of changes to the Policy Manual will be by the Regional Council and not the General Assembly.

Over the course of every year, the Regional Council may take actions to modify, eliminate or create policies that relate to the materials contained in the Policy Manual. To the extent necessary and to avoid confusion or misinterpretation, SCAG's Executive Director or his/her designee may make administrative changes to the Policy Manual to reflect such actions by the Regional Council in advance of the Regional Council's annual review and approval of any needed updates. Similarly, SCAG's Executive Director or his/her designee may make administrative changes to the Policy Manual to reflect changes in federal or state laws or regulations.

This Policy Manual is intended to supplement SCAG's Bylaws. In the event of inconsistencies between the Bylaws and the Policy Manual, the Bylaws shall prevail.

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SCAG Vision

Southern California's Catalyst for a Brighter Future.

SCAG Mission

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing and promoting best practices.

SCAG Core Values

- ❖ *Be Open – Be accessible, candid, collaborative and transparent in the work we do.*
- ❖ *Lead by Example – Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.*
- ❖ *Make an Impact – In all endeavors, effect positive and sustained outcomes that make our region thrive.*
- ❖ *Be Courageous –Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.*

1 **ARTICLE I**

2 **CODE OF CONDUCT**

3 This Code of Conduct establishes a set of expectations for all elected and appointed
4 officials and representatives who serve in the SCAG organization as Officers, Official
5 Representatives and Alternates to the General Assembly, representatives of Regional Council
6 Members, District Representatives, ex officio members of any SCAG body, and members of
7 SCAG committees and task forces (collectively, "SCAG Representatives"). This Code of
8 Conduct embodies the Core Values of SCAG that are identified in the Introduction to this Policy
9 Manual. All SCAG Representatives are expected to review, understand and comply with all
10 aspects of this Code of Conduct and to avoid any activities that would negatively affect SCAG
11 or SCAG's reputation. This Code of Conduct expands upon and is not intended to supersede
12 or contradict any federal, state or local laws or regulations that address any of the matters
13 addressed in this Article I.

14 **A. Non Discrimination** – SCAG is committed to respecting individual differences and
15 expects all SCAG Representatives to conduct themselves in a professional manner and to treat
16 others with respect and dignity. SCAG will not tolerate discrimination and will treat all
17 individuals fairly without regard to race, color, religious creed, political belief, age, national
18 origin, gender, ancestry, physical disability, mental disability, medical condition, marital status,
19 sexual orientation, or any other basis protected by law.

20 **B. Anti-Harassment** – SCAG is committed to providing an environment in which all
21 individuals who work for, provide services to, or participate in the activities of SCAG are free
22 of any type of harassment (i.e. verbal, physical, visual, written or environmental) especially
23 that based on or associated with race, color, religious creed, political belief, national origin,
24 gender, national origin, ancestry, physical or mental disability, medical condition, marital
25 status, age, sexual orientation or any legally protected characteristics. Verbal harassment
26 includes, but is not limited to, inappropriate or offensive remarks, slurs, and jokes;
27 inappropriate comments regarding physical appearance or attire; unwelcome flirting; demands
28 for sexual favors; verbal abuse, threats; bullying; and patronizing or ridiculing remarks.

Physical harassment includes, but is not limited to, inappropriate touching, assault, hazing, physical interference with free movement, leering, grabbing, and sexual gestures. Visual or written harassment includes, but is not limited to, the display or circulation of offensive materials, posters, or reading materials, and the transmission of offensive electronic messages or computer graphics. Environmental harassment includes, but is not limited to, creating or contributing to a work or business environment that is permeated with sexually-orientated or discriminatory talk, innuendo, insults or abuse.

C. Prohibition against Retaliation – Retaliation against any individual because of his/her opposition to actions that are contrary this Code of Conduct and especially to the Non Discrimination and/or Anti-Harassment policies of SCAG or because of the filing of a complaint, provision of testimony or participation in a hearing or proceeding in connection with SCAG's Non Discrimination and Anti-Harassment policies is strictly prohibited.

D. Limited Prohibition against Weapons – SCAG Representatives shall not bring, carry, store or use any type of weapon on SCAG property or in a SCAG rented vehicle or in a personal vehicle while on SCAG business unless in compliance with all applicable laws and applicable SCAG notifications.

E. Workplace Violence – Any SCAG Representative who makes threats, exhibits threatening behavior or engages in violent acts at on SCAG property or at a venue hosting a SCAG event shall be removed from the SCAG property or venue immediately and shall remain off of the SCAG property or venue pending the outcome of a proper investigation and evaluation by SCAG.

F. Employment Matters – SCAG Representatives shall not provide employment references on behalf of SCAG for former SCAG employees. Personal references are acceptable if provided without any implication of SCAG endorsement and without the use of SCAG resources. Further, SCAG Representatives shall not initiate employment recruitment, or participate in SCAG hiring activities or decisions for any position (compensated or uncompensated), unless such action is specifically requested and approved by SCAG's Executive Director or Human Resources Manager.

1 **G. Relatives of Elected Officials** –To avoid concerns regarding conflicts-of-interest and
2 nepotism while still allowing SCAG to attract and hire talented individuals who are also family
3 members of elected officials the following special hiring procedures for uncompensated and
4 compensated positions will apply for any son, daughter, stepchild, parent, sibling, grandchild,
5 first cousin, (including spouse/domestic partner of any of these identified relatives) or
6 spouse/domestic partner of any SCAG Representative. The hiring process of any of the
7 previously identified individuals must: (1) Conform to SGAG's standard hiring practices without
8 any external or internal non-standard influence; (2) Include open disclosure and
9 documentation of all relationships with elected officials during all phases of the hiring process;
10 and (3) Avoid any hiring actions that would result in a functional reporting relationship between
11 the elected official and the prospective new hire (i.e. staff support to a committee chair) at the
12 time of hiring. Failure to comply with the above requirements may result in employment
13 termination in accordance with the Personnel Rules of SCAG.

14 **H. Avoiding Physical Impairment** – While participating in any SCAG activity or travelling to
15 or from such activity, all SCAG Representatives shall not be under the influence of any alcohol
16 or drugs to the extent that legal limits of alcohol or any drug are violated or to the extent that
17 alcohol or a drug impairs the safety and effectiveness of any of their actions. Possible side
18 effects and impairments associated with over-the-counter and prescription medications must
19 also be considered in connection with any SCAG activity.

20 **I. Compliance with Conflict-of-Interest Policies of SCAG** – SCAG Representatives
21 shall remain cognizant of and comply with SCAG's Conflict-of-Interest Policies and all related
22 federal and state statutes and regulations.

23 **J. Professionalism** – SCAG Representatives are expected to maintain a professional and
24 productive work environment at all times. SCAG is a public agency, using public funds and
25 engaged in activities that are intended to benefit the public. The public nature of SCAG
26 should be reflected in the conduct of all who represent SCAG.

27 **K. SCAG Assets** – All SCAG Representatives must use sound judgment in the care and
28 use of SCAG assets and in the expenditure of all funds controlled by SCAG. SCAG assets

1 are obtained through the expenditure of public funds and are intended for the benefit of the
2 public and should not be applied to personal matters.

3 **L. Confidentiality and Privacy Issues** – SCAG Representatives may be provided with
4 personal information, financial information, legally protected information and other materials
5 that must be treated with care. All such information must be properly safeguarded, disclosed
6 to appropriate parties only when necessary and properly destroyed when no longer needed.
7 Any uncertainties regarding the personal or confidential nature of any materials should be
8 discussed with SCAG’s Manager of Human Resources or SCAG legal staff.

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ARTICLE II

COMPLAINTS ALLEGING VIOLATIONS OF THE CODE OF CONDUCT

A. Submittal of Complaint regarding a SCAG Representative – Any written or oral complaint, including those submitted through SCAG’s Ethics and Compliance Hotline shall immediately be directed to the Executive Director and the SCAG President. If the SCAG President is the subject of the complaint, the complaint should be directed to highest ranking SCAG Officer not involved in the complaint.

[THIS SECTION TO BE COMPLETED]

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ARTICLE III

CONFLICT OF INTEREST

SCAG has adopted the conflict-of-interest policies described herein in order to provide a comprehensive and clear set of rules for all SCAG Representatives. These policies are further intended to ensure that all SCAG Representatives will be guided to act in the best interests of SCAG rather than by personal interests. All of these policies collectively incorporate and supplement existing state and federal conflict of interest laws and regulations.

A. Gift and Political Contribution Prohibitions and Limitations - SCAG Representatives may accept gifts and political contributions but only up to the limits established by state law and only without violation of any state or federal conflict-of-interest rules and regulations.

B. Political Activities – As provided in state or federal law, no restrictions shall be applied to the political activities of SCAG Representatives except that the following activities are prohibited: (1) engaging in political activities at SCAG offices; (2) soliciting a political contribution from an employee of SCAG unless the solicitation is part of a general solicitation to a significant segment of the public; (3) promising or threatening any SCAG employee in connection with any personnel action including promotion, demotion, change in compensation, etc. in exchange for the vote or political action or inaction on behalf of any candidate or party.

C. SCAG Policy Statements - All policy statements regarding SCAG originate from the General Assembly or the Regional Council. No SCAG Representatives shall, in their official capacity, become involved in political matters or lobbying activities which are contrary to, or conflict with, stated SCAG policies or positions. Where a policy of SCAG is unclear or nonexistent, SCAG Representatives must use discretion and judgment in making statements to avoid misrepresenting or misstating current SCAG policies or positions.

D. Contract and Decision-Making Prohibitions and Disqualifications

(1) In accordance with California Government Code Section 1090 et seq., SCAG Representatives shall not participate in making any contract or type of agreement involving SCAG if they are financially interested in the contract or agreement. To “participate in making a contract” includes decisions to create, modify, extend or renegotiate a contract. Most

1 importantly, if an individual is “financially interested” in a contract, Section 1090 prohibits the
2 entire legislative body of which that individual is a member from taking action on a contract in
3 which said individual has a financial interest. Thus if a representative of a Member of the
4 Regional Council has a financial interest in a contract, the Regional Council cannot consider
5 or take action on that contract and it is not possible for the representative to simply disqualify
6 himself from any vote. For this reason, if SCAG contracting staff or legal counsel determine
7 that a representative of a Member of the Regional Council has a financial interest in a bid or
8 proposal for a contract, such bid or proposal will be disqualified from consideration by SCAG.
9 Determining financial interest questions can be complicated and guidance from SCAG legal
10 counsel should be obtained if any concerns exist regarding the applicability of Government
11 Code 1090 to a contract, proposal or bid.

12 (2) In accordance with Title 49 of the Code of Federal Regulations, Section 18.36 SCAG
13 Representatives shall not participate in the selection, or award or administration of a contract
14 supported by federal funds if a conflict of interest, real or apparent, would be involved. A real
15 or apparent conflict-of-interest could arise not only in connection with SCAG Representatives
16 themselves, but also if immediate family members are involved in a contract or because of the
17 employment or potential employment of SCAG Representatives. The requirements of Section
18 18.36 are complicated and guidance from SCAG legal counsel should be obtained regarding
19 the applicability of Section 18.36 to a contract supported by federal funds.

20 (3) In accordance with California Government Code Section 87100 et seq. SCAG
21 Representatives shall not make, participate in making or attempt to use their official position to
22 influence a decision affecting SCAG when a conflict of interest, real or apparent, would be
23 involved. Such a conflict of interest would arise because of a personal financial interest in a
24 decision affecting SCAG. A financial interest would exist if it is reasonably foreseeable that
25 the decision will have a material financial effect, distinguishable from its effect on the public
26 generally, on an individual or his/her immediate family. If any SCAG Representative has a
27 financial interest in a decision affecting SCAG within the meaning of Section 87100, that
28 individual should recuse himself or herself from making or participating in such a decision and

not use his or her position to influence or attempt to influence such a decision. Guidance on the proper recusal procedures to follow should be obtained from SCAG legal counsel who should also be consulted about questions regarding Section 87100.

E. Annual Statement of Economic Interests – In accordance with the requirements of the California Fair Political Practices Commission (“FPPC”), every elected official and public employee who makes or influences governmental decisions is required to prepare and submit a Statement of Economic Interest, also known as the Form 700, annually, and upon assuming or leaving an identified position. Consistent with the guidelines of the FPPC, SCAG has created a Conflict-of-Interest Code which identifies those SCAG Representatives and Staff who must file a Form 700. The Conflict-of-Interest Code, which is updated regularly in accordance with the requirements of the FPPC, can be found on SCAG’s website and is also included at Attachment A. to this Policy Manual. The Conflict-of-Interest Code specifies the types of disclosures that the identified individuals must make. Form 700 filings should be made to the Office of Regional Council Support. SCAG staff will endeavor to remind all affected individuals of the need for Form 700 filings several months in advance of the annual filing due date. However, it is the responsibility of all affected SCAG Representatives to understand their FPPC disclosure obligations and to make timely filings with SCAG and any other public organizations for which disclosure requirements exist.

F. Ban on Future Contracts, Bids and Lobbying

(1) For a period of one year after an individual’s relationship with SCAG ends, no former SCAG Representative shall influence or attempt to influence any SCAG decision directly relating to any contract where the former SCAG Representative knows details or conditions of the contract not available to members of the public.

(2) For a period of one year after an individual’s relationship with SCAG ends, no former SCAG Representative shall participate in bidding on a SCAG contract, including providing consulting services to a bidder on a bidding process involving SCAG, or bidding or providing consulting services to a bidder for a contract which is to be funded by or through SCAG.

(3) For a period of one year after an individual’s relationship with SCAG ends, no former

1 SCAG Representative shall act as an agent or attorney for, or otherwise represent, any
2 person or entity other than SCAG in any formal or informal appearance before, or, with the
3 intent to influence a decision, make any written or oral communication to any court or any
4 agency officer, employee, member, board or commission in connection with any proceeding,
5 application, request for ruling or other determination, contract, claim, controversy, legislation,
6 or other particular matter pending before such court or before such officer, member,
7 employee, board or commission if both of the following apply: (a) SCAG is a party or has a
8 direct and substantial interest; and (b) the proceeding is one in which the former SCAG
9 Representative participated in on behalf of SCAG.

10 (4) The one-year bans contained in Article III Sections F (1), (2), and (3) above shall not
11 apply to: (a) prevent a former SCAG Representative from making or providing a statement or
12 contract which is based on the individual's own special knowledge in the particular area that is
13 the subject of the statement or contract, provided that no compensation is thereby received
14 other than that regularly provided for by law or regulation for witnesses or contractors; or (b)
15 communications and contracts made solely for the purpose of furnishing information if a court
16 or state, federal or local administrative agency to which the communication is directed or with
17 or for which a contract is made, makes findings in writing that the individual has outstanding
18 and otherwise unavailable qualifications and is acting with respect to a particular matter which
19 requires such qualifications and the public interest would be served by the participation of the
20 individual. In addition, these one-year bans do not apply to any appearances or
21 communications in a proceeding or contracts to which a court or the Regional Council gives its
22 consent by determining that the public interest would not be harmed.

23 **G. Penalties for Violation of Conflict-of-Interest Policies** – SCAG Representatives are
24 reminded that violations of the Conflict-of-Interest Policies listed in this Policy Manual may
25 also involve violations of various state and federal statutes and regulations to which both civil
26 penalties and criminal punishments may apply. Further, contracts involving a conflict-of-
27 interest may also be declared void in accordance with applicable California law.

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ARTICLE IV

**COMPOSITION, ATTENDANCE AND POLICIES FOR THE REGIONAL COUNCIL, POLICY
COMMITTEES AND OTHER SCAG COMMITTEES, SUBCOMMITTEES AND TASK FORCES**

A. Regional Council – The membership, organization, duties, quorum and voting requirements of the Regional Council are addressed in SCAG's Bylaws. The following additional policies are applicable to the Regional Council.

(1) The Regional Council shall generally consider a recommendation from a Policy Committee in the month following the development of such a recommendation. In the case of time sensitive matters, a recommendation from a Policy Committee may be considered at the first Regional Council meeting after the Policy Committee meeting at which the recommendation was adopted.

(2) The Regional Council shall generally consider a recommendation from the Executive/Administration Committee at the first Regional Council meeting after the Executive/Administration meeting at which the recommendation was adopted.

(3) The Regional Council shall generally meet on the first Thursday of each month. The Regional Council shall annually approve its calendar year meeting schedule which may include one or more months in which other SCAG meetings replace the regular meeting of the Regional Council. In addition, the Regional Council will not meet one month of the year to allow for a vacation period.

B. Executive/Administration Committee – The membership, organization, duties, quorum and voting requirements of the Executive/Administration Committee are addressed in SCAG's Bylaws. The following additional policies are applicable to the Executive/Administration Committee.

(1) The President of SCAG shall serve as the Chair of the Executive/Administration Committee and shall be the presiding officer at its meetings. The First Vice President of SCAG shall serve as the Vice Chair and shall act as the presiding officer at meetings in the absence of the President. The Second Vice President or the Immediate Past President, in that order, shall preside at meetings in the absence of the President and First Vice President.

1 (2) The Executive/Administrative Committee shall generally meet prior to and on the same
2 day as the Regional Council in accordance with the annual schedule adopted for the regular
3 meetings of the Regional Council. The Executive/Administration Committee may have a
4 special meeting on a day other than the day scheduled for a meeting of the Regional Council
5 or in addition to the day scheduled for a meeting of Regional Council. All such special
6 meetings shall be called by the SCAG President in consultation with SCAG's Executive
7 Director.

8 (3) The President shall provide a general report regarding each meeting of the
9 Executive/Administrative Committee at the next regular meeting of the Regional Council and
10 specifically shall report any actions taken by the Executive/Administration Committee acting
11 on behalf of the Regional Council as allowed by Article V C. (3)(a) of SCAG's Bylaws.

12 **C. The Policy Committees** – The membership, organization, duties, quorum and voting
13 requirements of the three Policy Committees (i.e. Transportation Committee; Community,
14 Economic and Human Development Committee; and Energy and Environment Committee) are
15 addressed in SCAG's Bylaws. The following additional policies are applicable to the three
16 Policy Committees.

17 (1) Each Policy Committee shall elect its Chair and Vice Chair whose term shall commence
18 upon the adjournment of the next regular meeting of the General Assembly and expire upon
19 the opening of the following regular meeting of the General Assembly. Those holding the
20 position of Chair and Vice Chair must be members of the respective Policy Committee and
21 must also be representatives of Regional Council Members. Officers and those elected by the
22 Regional Council to serve as Officers cannot serve as Chair or Vice Chair of a Policy
23 Committee. An individual may serve two consecutive one-year terms as a Chair or two
24 consecutive one-year terms as a Vice Chair, if so elected. Any person who served as Chair of
25 a Policy Committee for two consecutive years or as Vice Chair for two consecutive years must
26 wait one year before seeking election again to be Chair or Vice Chair of the same Policy
27 Committee; except that any Vice Chair who has held such a position for up to two consecutive
28 years may be elected to serve as Chair for the following year for up to two consecutive years.

1 If a vacancy occurs in the office of Chair of a Policy Committee, the Vice Chair shall serve as
2 Chair for the unexpired term and a new Vice Chair shall be elected to fill the unexpired term.

3 (2) Each Policy Committee shall meet on the same day as the Regional Council unless a
4 special meeting is otherwise called by the Chair of the Committee after discussions with
5 SCAG's Executive Director.

6 (3) In the event an at-large or subregional member of a Policy Committee repeatedly fails to
7 attend meetings of the Policy Committee, the SCAG Executive Director may, in his/her sole
8 discretion, communicate with the member and encourage the member to actively participate in
9 the meetings of the Policy Committee. The Executive Director may also, in his/her sole
10 discretion, advise the SCAG President of the absences of the member and the President may
11 take any such action as may be allowed by the SCAG Bylaws or this Policy Manual.

12 **D. Legislative, Communications and Membership Committee** - The membership,
13 organization, meetings, duties, quorum and voting requirements of the Legislative,
14 Communications and Membership Committee are addressed in SCAG's Bylaws.

15 **E. Committees, Subcommittees and Task Forces**

16 (1) Committees, Subcommittees and Task Forces shall be established in accordance with
17 SCAG's Bylaws and shall strictly adhere to the requirements of the Ralph M. Brown Act
18 (California Government Code Section 54950 et seq.). The first meeting of a new committee,
19 subcommittee or task force shall be considered a regular meeting of said committee,
20 subcommittee or task force.

21 (2) Unless otherwise identified in SCAG's Bylaws, a quorum of Committees, Subcommittees
22 and Task Forces shall be fifty percent of its membership and all actions taken shall require the
23 affirmative vote of a majority of the membership present and voting with a quorum in
24 attendance.

25 (3) Each Committee, Subcommittee and Task Force shall set its own meeting schedule.

26 (4) In the event a member of a Committee, Subcommittee or Task Force repeatedly fails to
27 attend meetings, the SCAG Executive Director may, in his/her sole discretion, communicate
28 with the member and encourage the member to actively participate in the meetings.

1 **ARTICLE V**

2 **DISTRICT REPRESENTATIVE APPOINTMENTS, ELECTION PROCEDURES AND**

3 **NO CONFIDENCE VOTES**

4 The appointment or election of District Representatives to serve on the Regional Council and
5 the undertaking of a no confidence vote regarding a District Representative shall all be
6 conducted in accordance with the following procedures.

7 **A. District Representative Eligibility** - Any elected member of the city council of a city that
8 is a voting-eligible member of SCAG and that is part of a District may be appointed or elected
9 to serve as a District Representative to the Regional Council if that city council member is then
10 serving on the respective city council on the date of the District representative appointment or
11 election.

12 **B. Single-City District Representative Appointments** - When a District encompasses only
13 one city or part of only one city, that city shall appoint its District Representative(s) from among
14 its city council members by action taken at a meeting of said city council or by any lawful
15 appointment action or process deemed appropriate by the city. Unless otherwise required by
16 the Regional Council, such appointments shall be made during even-numbered years for even-
17 numbered Districts and odd-numbered years for odd-numbered Districts and shall be for two
18 years in accordance with Article V A. (2)(b) of the Bylaws. The appointment of District
19 Representatives from single-city Districts shall take place no later than twenty-eight days prior
20 to the regular meeting of the General Assembly that is held each year unless otherwise
21 required by the Regional Council.

22 **C. District Representative Elections** - When a District encompasses more than one city,
23 all city council members from all of the voting-eligible cities in the District shall be provided the
24 opportunity to vote for the individual who will serve as District Representative in accordance
25 with the following policies and procedures.

26 (1) District Representatives from multi-city Districts shall be elected by city council members
27 from the cities in their respective Districts that are voting-eligible Members of SCAG as defined
28 in Article II of SCAG's Bylaws.

1 (2) District Representative elections shall be held no later than twenty-eight days prior to the
2 regular meeting of the General Assembly in even years for even-numbered Districts and in odd
3 years for odd-numbered Districts unless otherwise required by the Regional Council or in the
4 case of special elections of District representatives.

5 (3) District Representative elections shall be held: (i) prior to or during meetings of subregional
6 organizations of the type identified in Article V A.(1)(a)(5) of the SCAG's Bylaws; or (ii) prior to
7 or at division meetings of the League of California Cities; or (iii) at meeting locations and on
8 meeting dates set by SCAG staff in cooperation with the cities in a District that are voting-
9 eligible Members of SCAG.

10 (4) SCAG staff in consultation with subregional organizations will oversee all District
11 Representative elections and will ensure that all members of the city councils within the District
12 receive written notification two weeks in advance of any District Representative election,
13 including a special election. Appendix A describes the two-step notification process that is
14 provided to individuals who are eligible to be candidates in District Representative elections
15 and to the cities whose city council members may vote in District Representative elections.

16 (5) For a District Representative election to be valid, there must be a quorum which shall
17 consist of at least one city council member present from at least two-thirds of the voting-
18 eligible SCAG member cities in the District.

19 (6) Nominations from the floor, proxy voting and teleconferencing are not allowed.

20 (7) District Representatives shall be elected by a majority of the votes of those city council
21 members present with a quorum. In the event of a tie vote, additional balloting shall occur until
22 a District Representative is elected.

23 (8) If there is only one candidate for District Representative that individual shall be declared the
24 District Representative and no election shall be required.

25 **D. Term of District Representative** - The term of office for a District Representative shall
26 be two years in accordance with Article V A. (2) of SCAG's Bylaws and shall commence in
27 accordance with that same Article of the Bylaws.

1 **E. District Representative Position Declared Vacant** - Notwithstanding Article V, Section
2 D. above, if SCAG's President declares a District representative's position to be vacant in
3 accordance with Article V A.(2)(a) of the Bylaws, a new appointment (in the case of a single-
4 city District) or a special election that complies with all of the election policies described in this
5 Article V and Appendix A (in the case of a multi-city District) shall take place within twenty-
6 eight days of the declaration of a position vacancy unless otherwise specified by SCAG staff.
7 A District Representative who is so appointed or elected shall assume his/her position
8 immediately upon the appointment or election and shall serve the remainder of the unexpired
9 District Representative term.

10 **F. Notification** - Written notification of the appointment or election of a District
11 Representative shall be provided to the SCAG's Office of the Regional Council within 10
12 business days of the respective appointment or election.

13 **G. District Representative No Confidence Vote** – Article V A.(2)(a) of SCAG's Bylaws
14 indicates that the position of a District Representative shall be declared vacant by the SCAG
15 President in the event of a no confidence vote undertaken in response to a resolution passed
16 by all the cities in a District that are voting-eligible Members of SCAG. A no confidence vote
17 by a District shall be conducted in accordance with the following procedures.

18 (1) A no confidence vote must be held within 30 days of the date on which the final city in the
19 District approves a resolution calling for the no confidence vote.

20 (2) All city council members from all of the voting-eligible cities in the District must be given
21 the opportunity to participate in a no confidence vote.

22 (3) A no confidence vote shall be held: (i) prior to or during meetings of subregional
23 organizations of the type identified in Article V A (1)(a)(5) of SCAG's Bylaws; or (ii) prior to or at
24 division meetings of the League of California Cities; or (iii) at meeting locations and on meeting
25 dates that are arranged by SCAG staff in cooperation with the voting eligible cities in the
26 District.

1 (4) SCAG staff will organize the notice and preparation for any no confidence vote and conduct
2 the actual vote and will ensure that all members of the voting-eligible city councils within the
3 District receive written notification two weeks in advance of any no confidence vote.

4 (5) For a no confidence vote to be valid, there must be a quorum which shall consist of at least
5 one city council member present from at least two-thirds of the voting-eligible SCAG member
6 cities in the District.

7 (6) Proxy voting is not allowed.

8 (7) A no confidence vote shall pass upon the affirmative, majority vote of those city council
9 members present with a quorum.

10 **H. Incumbent District Representatives** – Notwithstanding the requirements of this Article
11 V, incumbent District representatives shall retain their positions until the completion of their
12 terms or until their position is vacated by order of the SCAG President.

13 **I. Effective Date of Appointment and Election Procedures** -The appointments and
14 elections of all District representatives after July 1, 2018 must be conducted in accordance
15 with the procedures of this Article V in this Policy Manual. All appointments and elections
16 prior to July 1, 2018 are to be conducted in accordance with the Regional Council Policy
17 Manual adopted on July 12, 2007 and updated in September of 2009, and the District
18 Representative Election Procedures adopted by the Regional Council on June 2, 2011.

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1 the subject matter jurisdiction of SCAG. As an added caution, because SCAG has
2 overlapping legislative bodies and committees, the quorum requirements of all applicable
3 SCAG legislative bodies, especially the Executive/Administration Committee with its limited
4 membership/quorum, should be considered whenever the attendance at a SCAG event is
5 being planned to determine if the meeting requirements of the Brown Act are applicable.

6 **C. Serial Meetings** – A serial meeting is a series of communications, each of which involve
7 less than a quorum of a legislative body, but which collectively involve at least a quorum of the
8 legislative body and through which concurrence is developed with regard to an action to be
9 taken by the legislative body (see Section 54952.2 of the Government Code). Serial meetings
10 are forbidden by the Brown Act. Caution must be exercised to ensure that briefings by SCAG
11 staff of members of a quorum of a small committee (e.g. Executive/Administrative Committee)
12 do not lead to advance concurrence by the members of the committee about a subsequent
13 action to be taken by the committee.

14 **D. Teleconferencing and Videoconferencing** – Section 54953 of the California
15 Government Code sets forth the Brown Act requirements for teleconferencing and
16 videoconferencing at SCAG meetings. SCAG has also established special requirements for
17 the use of teleconferencing and videoconferencing that impose some additional restrictions
18 beyond those of the Brown Act. The most significant aspects of the Brown Act's requirements
19 along with the specific requirements of SCAG are the following.

20 (1) All teleconferencing and videoconferencing locations that will be utilized by one or more
21 members of the SCAG legislative body must be identified in the meeting agenda and must be
22 open to the public and include access for people with disabilities. Copies of the agenda of the
23 meeting must be posted at all teleconferencing or videoconferencing locations. Hotel rooms,
24 homes, business offices can all be used as teleconferencing or videoconferencing locations
25 as long as they are identified in the agenda, have the agenda posted at the location and are
26 properly open to the public. An automobile cannot be identified as a teleconferencing
27 location.

28 (2) During a teleconferenced or videoconference meeting, at least a quorum of the SCAG

1 legislative body must be at a location within the boundaries of the SCAG Region.

2 (3) If staff or consultants are to participate at a SCAG legislative body meeting to provide
3 information or to be available to answer questions, the meeting location of such staff do not
4 have to be placed on the agenda and the location does not have to be open to the public. A
5 SCAG staff member can participate in a meeting by calling in from an undisclosed location or
6 a train, bus or car, but such an option is not available to a member of the legislative body.

7 (4) All votes taken at teleconferenced or videoconference meetings must be taken via roll
8 call.

9 (5) SCAG can elect to make additional teleconference or videoconference locations
10 available to the public for any SCAG legislative body meeting. Members of a SCAG
11 legislative body do not have to be present at every teleconference and videoconference
12 location.

13 (6) SCAG may use teleconferencing or videoconferencing only for special meetings of the
14 Executive/Administrative Committee and for all meetings of other SCAG committees,
15 subcommittees, task forces. However, teleconferencing and videoconferencing shall not be
16 employed for any meeting whose agenda includes a closed session.

17 **E. Regular Meetings** – A meeting that occurs at an established time and place set by an
18 action of the Regional Council or other SCAG legislative body is a regular meeting. Notices
19 and agendas for regular meetings must be posted at least 72 hours before the meeting. A
20 regular meeting agenda can be amended as long as the amended agenda is posted 72 hours
21 before the meeting. Items not on the agenda for a regular meeting can be added to the
22 agenda at the meeting upon the affirmative vote of two-thirds of the representatives/members
23 present or a unanimous vote in the event of attendance of less than two-thirds of the
24 membership if there is a need to take immediate action on a matter that came to the attention
25 of the SCAG legislative body (including staff) after the 72 hour agenda posting requirement
26 had passed. Emergency matters may also be added to the agendas of regular meetings in
27 accordance with the appropriate sections of the Brown Act, but the definition of an emergency
28

1 matter (e.g. work stoppage, crippling activity, event which impairs public safety or health)
2 means that such items will rarely, if ever, have to be addressed by a SCAG legislative body.

3 **F. Special Meetings** – Special meetings may be called by the presiding officer of any SCAG
4 legislative body after discussions with the SCAG Executive Director. Any meeting that is set
5 for a time and place other than the time and place established for regular meetings is either a
6 special meeting or an emergency meeting and emergency meetings are unlikely to be
7 necessary for SCAG. Meetings of SCAG legislative bodies that meet infrequently and/or
8 irregularly are special meetings. Notices and agendas for special meetings should be posted
9 and delivered to every member of the legislative body and to others who have requested
10 copies of such notices at least 24 hours before a special meeting. No business can be
11 conducted at a special meeting except for the matters identified in the special meeting
12 agenda; however, a legislative body can defer action on matters that are listed on the agenda
13 for a special meeting.

14 **G. Public Participation** – Every meeting of a SCAG legislative body must include an
15 opportunity for members of the public to address the legislative body on any matter under the
16 subject matter jurisdiction of the body. If the public comments are to be made in connection
17 with an item on the agenda, time for the comments must be provided before the consideration
18 of the item. As allowed by the Brown Act, the comments of members of the public at meetings
19 of SCAG legislative bodies will generally be limited to three minutes, but this limit may be
20 reduced by the presiding officer after consideration of the number of speakers and the time
21 constraints of the agenda as long as any time limitations are fairly identified and implemented
22 and not used restrict speech content.

23 **H. Meeting Disruptions** – In accordance with Section 54957.9 of the Government Code, if a
24 SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes
25 unfeasible and if order cannot be restored by removal of the individuals who are disrupting the
26 meeting, the presiding officer of the legislative body may order the meeting room cleared so
27 that the meeting can be continued. Representatives of the press, if not participating in the
28 disruption, may be allowed to attend the continued meeting session.

1 **I. Confidential Information from Closed Sessions** – Section 54963 of the Government
2 Code prohibits the distribution of any confidential information acquired by a person in
3 attendance at a closed session of a SCAG legislative body. However, in accordance with
4 Government Code section 54956.96, an Official Representative or Alternate of the General
5 Assembly or a representative of a Member of the Regional Council or a member of a SCAG
6 committee may disclose such confidential information to selected individuals if the information
7 has financial or liability implications for the SCAG Member whose representative on the SCAG
8 legislative body obtains the information. The individuals to whom the confidential information
9 may be disclosed are: (1) legal counsel for the SCAG Member for the purpose of obtaining
10 advice on the financial or liability implications of the confidential information; and (2) members
11 of the legislative body of the SCAG Member who are present in a closed session meeting of
12 that legislative body (e.g. city council).

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ARTICLE VII

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS

A. Agendas - The President of SCAG in the case of the Regional Council or the Chair of every SCAG Committee, Subcommittee and Task Force (which with the Regional Council are collectively referred to herein as “legislative bodies” or individually as “legislative body”) shall approve the agenda for every respective meeting based on guidance from the SCAG Executive Director and SCAG staff. Members of a SCAG legislative body may request that an item be placed on a subsequent meeting agenda during the designated part of a meeting. Should the presiding officer of a meeting refuse to approve inclusion of the requested agenda item, the member making the request may appeal that ruling to the Executive/Administration Committee, which shall consider the matter at the next regular meeting after the agenda item requested was refused by a presiding officer. Although agendas may list agenda items separately as “Action” or “Discussion” or “Information”, the SCAG legislative bodies may take action on any item or matter listed on an agenda and such shall be noted on every agenda of each of the SCAG legislative bodies.

B. Meeting Schedules - All meetings of SCAG’s legislative bodies shall comply with the Ralph M. Brown Act (Government Code 54950 et seq.) and shall be open to the public except when closed sessions are necessary for confidential discussions as allowed by the Brown Act. The meetings will start no earlier than the time identified in each meeting notice and agenda. Members of the public who wish to speak will be asked (but not required) to complete a request card to assist in the organization of all public comments. The time allocated for public comments will generally be early in a meeting agenda but comments relating to a specific agenda item may be heard immediately before said agenda item. All public comments should be addressed to the presiding officer of a meeting and not to a specific member of the legislative body.

C. Advertising Presentations – No person shall be allowed to make a presentation or provide a report to the Regional Council that is for the purpose of advertising. “Advertising” for the purposes of this Policy Manual is defined as “promoting by making known, drawing

1 attention to, publicly proclaiming or making conspicuous any item, service, project,
2 development, or thing for financial benefit. This prohibition is not intended to prevent or
3 preclude any person from addressing any SCAG legislative body during a public comment
4 period to express his/her views or opinions on any matter within the subject matter jurisdiction
5 of the SCAG legislative body. The presiding officer of any meeting will determine if a
6 speaker's remarks fall within the prohibition described earlier and may request that the
7 speaker refrain from offering further remarks in such cases.

8 **D. Rules of Order** – SCAG's Rules of Order, which are summarized in Appendix B and
9 described in the sections that follow, shall be supplemented and interpreted in accordance
10 with the most recent version of *Rosenberg's Rules of Order*, which are presented in Appendix
11 C of this Policy Manual. In the event of a difference between Rosenberg's Rules of Order and
12 SCAG's Rules of Order, the direction offered by SCAG's Rules of Order shall prevail.

13 **E. Role of the Presiding Officer** - The presiding officer, assisted by legal counsel or
14 SCAG staff when available, shall be well versed in the rules of parliamentary procedure since
15 the presiding officer shall apply such rules throughout the conduct of a meeting and shall
16 make a final ruling based on those rules whenever an action is taken. All decisions by the
17 presiding officer are final unless the presiding officer is overruled by the legislative body itself.
18 The presiding officer will generally play a less active role in any debate or discussion;
19 however, the presiding officer has a right to participate fully in all debates, discussions and
20 decisions. Generally, the presiding officer should not make a motion; or second a motion,
21 unless it appears that no other member of the legislative body is likely to do so.

22 **F. Agenda Item Discussion and Request for Motion** - The presiding officer should
23 introduce each agenda item and explain whether action will be required regarding the item or
24 if it is for information only. The presiding officer should then invite the appropriate person or
25 persons to report on the item and explain any recommendation that is being made. The
26 presiding officer should then ask for questions or comments from members of the legislative
27 body. If members of the public wish to make comments on the item and did not do so during
28 the general public comment period, they will be afforded the opportunity to do so at this time.

1 After all comments have been offered, the presiding officer should invite a motion if
2 action is required on the item. After a motion is made, the presiding officer should identify the
3 name of the individual making the motion and call for a second to ensure that there is
4 sufficient support for the motion to make a vote be necessary. If there is a second, the
5 presiding officer should name the individual making the motion and then call for a vote. If
6 there is no second, the presiding officer may announce that the motion has failed for lack of a
7 second and ask if another motion is to be offered.

8 The presiding officer has the discretion to call for a vote without a second. Such an
9 approach may be used when the legislative body is facing serious time constraints or support
10 for considering the motion is obvious.

11 Before proceeding further, the presiding officer should ensure that the legislative body
12 understands the motion. If appropriate, and to avoid confusion, the presiding officer may
13 repeat the motion, or ask the maker of the motion to repeat the motion, or ask a staff member
14 or legal counsel to repeat the motion.

15 Immediately prior to a vote, the presiding officer should invite discussion among any
16 interested members of the legislative body. When the discussion has ended, the presiding
17 officer should call for a vote. If the discussion has been lengthy, the presiding officer may
18 again repeat the motion to ensure that all members of the Legislative Body understand the
19 motion.

20 **G. Voting** - For large committees, and the Regional Council and the General Assembly,
21 SCAG employs an electronic voting system that requires members of the Legislative Body to
22 be logged-in to be able to cast a vote. Members who leave a meeting prior to a vote are
23 required to log out. The electronic voting system used by SCAG records all votes, including
24 the names of members and their votes and the vote results with member names will be
25 included in the minutes of the meeting.

26 For smaller committees, it is not possible for SCAG to effectively employ electronic
27 voting. Members of such a small committee will be asked by the presiding officer to indicate
28 their vote by a show of hands or by verbally indicating “aye,” “nay” or “abstain.” As with

1 electronic voting, the names of all members who voted and their vote will be included in the
2 minutes of the meeting.

3 The number of affirmative votes needed to pass or approve a motion are identified in
4 SCAG's Bylaws or in Article IV of this Policy Manual.

5 When electronic voting is used, voting members of a legislative body must ensure that
6 their vote is properly recorded by viewing the scrolling display of the votes that will be shown
7 on the viewing screen immediately after the vote is tabulated. If an error occurs, the involved
8 voting member should immediately identify the error to the presiding officer who will consult
9 with legal counsel to determine if the error can be corrected in the official vote tally.
10 Generally, a voting error can immediately be corrected in the official vote tally if identified prior
11 to the presiding officer announcing the next item on the agenda. However, if an error is
12 identified by a voting member after the next item has been announced by the presiding officer
13 or upon the recommendation of legal counsel, the presiding officer may order that any attempt
14 to address the identified error be handled through a Motion for Reconsideration or a Motion to
15 Suspend a Rule, both of which are subsequently described in this Article.

16 When electronic voting equipment is not employed because of equipment problems or any
17 other reason, voting may be done by a show of hands, a roll call vote, or any other method
18 announced by the presiding officer as long as it is possible for the SCAG clerk or staff
19 member recording the vote to tabulate the name and vote of every voting member of the
20 legislative body. Such tabulation is required for compliance with the Brown Act.

21 **H. Three Basic Motions and Friendly Amendments** - A main motion is used to put forth a
22 matter for an action by the legislative body. A motion to amend is used if a member of a
23 legislative body wishes to propose a changed or modified main motion. A substitute motion is
24 used if a member of the legislative body wishes to replace the main motion with a different
25 motion. The presiding officer shall determine if a motion is a motion to amend or a substitute
26 motion. However, a substitute motion that simply proposes the opposite of the main motion
27 may cause unnecessary delay and confusion and may be ruled to be out of order by the
28 presiding officer.

1 A friendly amendment may be used to save time and occurs when a member of the legislative
2 body suggests an amendment (usually minor) to the main motion and the members who made
3 and seconded the main motion agree to the friendly amendment. If either the maker of the
4 main motion or the member who seconded it rejects the friendly amendment, then the
5 proposer may formally move to amend the main motion.

6 **I. Multiple Basic Motions** - The presiding officer shall allow no more than three basic
7 motions to be under consideration by a legislative body at one time. If an additional basic
8 motion is offered, the presiding officer shall rule it as being out of order until all three of the
9 basic motions that are before the legislative body have been resolved.

10 In addressing multiple basic motions, the presiding officer shall proceed with the last motion
11 first. If a substitute motion or a motion to amend passes, such action renders moot the motion
12 for which there was a proposed substitution or the motion for which there was a proposed
13 amendment. If a substitute motion or a motion to amend fails, then the prior motion must be
14 voted upon.

15 **J. Motions regarding Pending Basic Motions** - The following motions if properly made and,
16 at the discretion of the presiding officer, seconded, must be addressed before any action is
17 taken on any of the basic motions that are pending before the legislative body. They are not
18 debatable and may be passed by the number of affirmative votes identified in the SCAG
19 Bylaws.

20 (1) A motion to lay on the table, if passed, temporarily suspends any further discussion of the
21 pending basic motion. The motion can contain a specific time at which the item and the
22 related basic motion can be brought back to the legislative body or the motion may contain no
23 specific time for the item to be returned.

24 (2) A motion to return is used to bring back to the legislative body a basic motion that was
25 tabled without a specific return date. The legislative body must approve such a motion before
26 discussion of the tabled basic motion can resume. A motion that was tabled without a specific
27 return date dies if it is not returned to the legislative body by the end of the next regular
28 meeting of the legislative body.

1 (3) A motion to move or call the question, if passed, immediately brings the matter being
2 considered by the legislative body to a vote by suspending any further discussion or debate.
3 The presiding officer can expedite matters by treating this motion as a “request” by asking if
4 anyone in the body wishes to continue the discussion. If no one does, then a vote on the
5 matter can immediately be taken without the need for a vote on the motion to call the
6 question.

7 (4) A motion to limit or extend the limit of debate, if passed, places a limit on the time allowed
8 for discussion and debate of the pending basic motion or extends the time allowed for
9 discussion and debate.

10 (5) A motion to object to consideration of an item, if passed, prevents an item on the agenda
11 from being discussed.

12 (6) A motion to commit or refer, if passed, refers the matter to staff, a committee or a
13 commission for further study. The motion may contain directions for the staff, committee or
14 commission, as well as a date upon which the matter will be returned to the legislative body’s
15 agenda.

16 **K. Motions of Courtesy and Convenience**

17 (1) Any voting-eligible member of a legislative body may call for the agenda to be followed in
18 the stated order. No second or vote is required and the presiding officer should return
19 discussion to the proper agenda item. Any decision by the presiding officer to return to a
20 specific agenda item or not return to a specific item can be appealed.

21 (2) Any voting-eligible member of a legislative body may make a motion for a recess. At the
22 discretion of the presiding officer, a second may be required. The motion is not debatable. The
23 presiding officer determines the length of the recess.

24 (3) Any voting-eligible member of a legislative body may make a motion to adjourn
25 immediately or at a specific time, even if there is business pending. At the discretion of the
26 presiding officer, a second may be required. The motion is not debatable.

27 (4) Any voting-eligible member of a legislative body may request that the presiding officer
28 follow SCAG’s Rules of Order by raising a point of order. No second is required and no

1 debate is allowed. The point of order shall be ruled upon by the presiding officer and the
2 ruling of the presiding officer can be appealed.

3 (5) Any voting-eligible member of a legislative body may make of point of privilege to request
4 that the presiding officer address a matter relating to the normal conduct of the meeting such
5 as the volume of the microphones or the replaying of a video. No second is required. The
6 ruling of the presiding officer can be appealed.

7 (6) Should any voting-eligible member of a legislative body be dissatisfied with a ruling from
8 the presiding officer, the member may make a motion to appeal the ruling. A second may be
9 required at the discretion of the presiding officer and debate is allowable.

10 (7) Any voting-eligible member of a legislative body may make a motion to suspend a rule of
11 the legislative body in order to accomplish an action that would otherwise violate the rule. At
12 the discretion of the presiding officer, a second may be required and debate is allowable.

13 (8) In order to avoid confusion, the presiding officer may divide the subject matter of a motion
14 into several parts and direct discussion and voting on each of the separate parts. Additionally,
15 any voting-eligible member of a legislative body may make a motion to divide the question into
16 separate parts for discussion and voting. At the discretion of the presiding officer, a second
17 may be required for such a motion. Debate is not allowed.

18 (9) Except where prohibited by federal or state law or regulation, at the same meeting but no
19 later than the next regular meeting of a legislative body, the legislative body may reconsider
20 any vote taken in order to correct inadvertent or precipitant errors, or consider new information
21 not available at the time of the vote. A motion to reconsider must be made by a voting-eligible
22 member of the legislative body who voted on the prevailing side in the earlier vote. A second
23 is required at the discretion of the presiding officer and the motion is debatable. Any voting-
24 eligible member of the legislative body may second the motion. The motion to reconsider
25 requires the number of affirmative votes specified in the SCAG Bylaws for all regular voting
26 matters, regardless of the number of votes required to adopt the motion being reconsidered.
27 If the motion to reconsider is successful, the matter to be reconsidered takes no special
28 preference over the pending matters and any special voting requirements related thereto still

1 apply. After all basic motions associated with an item have been voted upon or rendered
2 moot, action on the item is deemed closed subject to a proper motion for reconsideration.

3 (10) During the debate and discussion of a basic motion, the maker of the motion may
4 withdraw the motion. The basic motion should immediately be considered to be withdrawn;
5 however, the presiding officer may ask the member who seconded the motion if he might wish
6 to make the motion. In addition, any other voting-eligible member of the legislative body may
7 make the same motion that was withdrawn.

8 (12) Any voting-eligible member of a legislative body may make a motion to require a roll call
9 vote on any matter before the legislative body. A second may be required at the discretion of
10 the presiding officer. Such a motion is not debatable.

11 **L. Courtesy and Decorum** - The presiding officer and the members of a legislative body
12 must maintain courtesy and decorum throughout every meeting. Only one member should
13 have the floor at a time and it is always best for a speaker to be recognized by the presiding
14 officer before proceeding to speak. The presiding officer should ensure that all debate and
15 discussion focus on each particular agenda item and not on personalities. The presiding
16 officer should stop any discussion that is inappropriate. Although discussion and debate are
17 appropriate, the presiding officer may find it necessary to limit both in the interests of time.

1 ARTICLE VIII

2 **STIPENDS AND EXPENSE REIMBURSEMENTS**

3 **A. General Stipend Payment Policy**

4 (1) The payment for a stipend of one hundred twenty dollars (hereinafter "Stipend") will be
5 calculated and authorized by the Office of Regional Council Support based on attendance
6 records, attendance sheets or submitted expense reimbursement forms.

7 (2) Requests for Stipend payments must be received by the Office of Regional Council
8 Support no later than 30 days after the close of the fiscal year for which the Stipend payments
9 are requested.

10 **B. Stipends for Representatives of Regional Council Members and SCAG Officers**

11 (1) Representatives of Regional Council Members and SCAG Officers shall receive a
12 Stipend for attendance at SCAG-sponsored meetings or events (such as, the General
13 Assembly, Regional Council meetings, Economic Summit, Demographic Workshop, etc.) or
14 other SCAG business activities. A Stipend will be authorized for each day of actual attendance
15 at such SCAG-sponsored meetings or activities. Stipends for business travel on behalf of
16 SCAG meetings or activities will be authorized for days on which actual business is conducted
17 and not for days that are devoted solely to travel. With regard to multiple meetings on a single
18 calendar day, a Stipend will be authorized for attendance at every meeting that is at a different
19 address. A request for a Stipend payment must be made in writing and contain information on
20 the date, time, location and purpose of any such meeting and be submitted to the Office of
21 Regional Council Support. Such requests must be approved by the SCAG President or
22 SCAG's Executive Director or his/her designee. Attendance at SCAG-sponsored meetings or
23 activities shall be demonstrated by a signature on an attendance form, attendance records of
24 SCAG staff at such meetings, or a the submittal of an expense reimbursement form to the
25 Office of Regional Council Support.

26 (2) Representatives of Regional Council Members and SCAG Officers shall receive only one
27 Stipend for attendance at one or both of the monthly Regional Council meeting and the same
28 day meeting of the individual's assigned SCAG Policy Committee (or a joint meeting of all of

the Policy Committees). Attendance will be demonstrated by the individual's signature on the attendance forms for the Regional Council and the Policy Committee.

(3) Representatives of Regional Council Members and SCAG Officers shall receive a Stipend for meetings (including those over the telephone and those involving video- or teleconferencing) that are scheduled by SCAG's President or by SCAG's Executive Director or his/her designee.

(4) Representatives of Regional Council Members may receive up to six Stipends per month and the SCAG President may authorize two additional Stipends in a single month on a case-by-case basis. SCAG's First Vice President, Second Vice President and Immediate Past President may receive up to nine Stipends per month. SCAG's President may receive up to twelve Stipends per month. Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.

C. Stipends for Other Elected Officials and Individuals serving in an Ex Officio Capacity

(1) Other elected officials (i.e. those not serving as a representative of a Regional Council Member) serving on a SCAG Policy Committee or another SCAG Committee, Subcommittee or Task Force shall receive a Stipend for attendance at a Policy Committee, Committee, Subcommittee or Task Force meeting.

(2) Other elected officials serving on a SCAG Policy Committee or another SCAG Committee, Subcommittee or Task Force shall receive a Stipend for attendance at a meeting (including those over the telephone or those involving video- or teleconferencing) when the attendance of the elected official is requested by the SCAG President or SCAG's Executive Director or his/her designee.

(3) Attendance at all such meetings shall be demonstrated by a signature on an attendance form, attendance records of SCAG staff at such meetings, or the submittal of an expense reimbursement form to the Office of Regional Council Support. Other elected officials may receive up to four Stipends per month.

1 (4) Individuals serving in an ex officio capacity in any SCAG body including the Regional
2 Council shall not be eligible for stipends or for the reimbursement of travel expenses (except
3 for certain General Assembly expenses discussed elsewhere in this Policy Manual).

4 **D. Special Conditions for Stipends for the General Assembly**

5 (1) A representative of a Regional Council Member or a SCAG Officer or an elected official
6 serving on a SCAG Policy Committee shall receive a Stipend for attendance at the General
7 Assembly regardless of whether or not the individual serves as an Official Representative or
8 Alternate at the General Assembly.

9 (2) Stipends are not provided to Official Representatives or Alternates at the General
10 Assembly unless those individuals are either a representative of a Regional Council Member
11 or a SCAG Officer or a member of a SCAG Policy Committee.

12 (3) Stipends for attendance at the General Assembly are not provided to individuals who serve
13 in an ex officio capacity at the General Assembly; however, registration fees, hotel charges,
14 parking costs and meal costs may be billed directly to SCAG or reimbursed if within the limits
15 of this Article VIII.

16 **E. General Travel Policy**

17 (1) SCAG endeavors to maintain an accountable and cost-effective travel policy. Such a
18 travel policy must satisfy the following requirements: (a) be only business related; (b) use the
19 most cost-effective travel options; (c) comply with all applicable SCAG requirements; (d)
20 substantiate expenses as required; (e) return unspent advanced amounts or unused tickets or
21 travel vouchers; and (f) mandate timeliness, accuracy and honesty in the reporting of all travel
22 expenses.

23 (2) Whenever reasonably possible, travel to SCAG meetings should be avoided if
24 teleconferencing or videoconferencing is available for a meeting.

25 (3) Requests for travel reimbursement must be received by the Office of Regional Council
26 Support no later than 30 days after the close of the fiscal year in which the travel costs were
27 incurred.

(4) The Executive Director or his/her designee shall review all requests for travel reimbursements.

F. Travel Policy for Representatives of Members of the Regional Council and SCAG Officers

(1) Representatives of Regional Council Members and SCAG Officers who attend meetings on behalf of SCAG are eligible to receive travel reimbursement for: (a) actual costs of airplane, bus, train, rental car, shuttle, taxi or car service (e.g. Lyft); (b) miles travelled using a personal automobile; and (c) actual parking expenses. Mileage will be reimbursed at the prevailing federal reimbursement rate. Distances will be calculated based on the travel distance from the representative's seat of government and the meeting location. An airplane, taxi, car service or rental car should be used only if it is the best alternative considering both cost and time. Taxi, shuttle and car service gratuities should not exceed 15%. Parking at SCAG's Los Angeles office will be validated.

(2) International travel always requires advance approval of the Regional Council.

(3) SCAG representatives of Regional Council Members and SCAG Officers should, whenever possible, use SCAG staff to arrange all air travel. Only economy air travel is allowed. Except for air travel, whenever possible representatives of Members of the Regional Council and SCAG Officers should make their own surface travel and lodging arrangements and obtain reimbursement from SCAG for all expenses incurred. If SCAG representatives make their own air travel arrangements and if the cost of airfare significantly exceeds costs regularly paid by SCAG for air travel, approval of SCAG's President will be required before reimbursement will be made.

(4) The cost of alcoholic beverages cannot be claimed for reimbursement. Meal allowances will not be paid if meal service is provided by SCAG (e.g. lunch at meetings of the Regional Council). The following allowances for meals and incidentals, or 150% (one-hundred fifty percent) of the reimbursement amounts approved by the State of California, whichever is higher and which include an allowance for gratuities, shall apply and be reimbursed without

receipts. Higher amounts may be approved by the Regional Council in the case of international travel.

a. Breakfast costs of \$10.50 if away from home or if travel begins from home to a meeting that starts at 10AM or earlier.

b. Lunch costs of \$16.50.

c. Dinner costs of \$34.50 if away from home or if the travel begins from home to a meeting that starts at or before 4PM and ends at or after 7PM.

d. Incidental costs of \$5 for each day involving an overnight stay away from home.

(5) Lodging is reimbursable at the applicable government rate plus taxes if required for trips outside of the SCAG Region or if an individual is required to travel 75 miles or more one way for a SCAG-related activity that begins at 10 AM or earlier. If government lodging rates do not appear to be available, assistance should be requested from SCAG staff, if possible, to avoid paying above government rates. Lodging charges that are more than double standard government rates for the locale of the lodging will require approval of the SCAG President before reimbursement can be made.

(6) All travel costs must be fully documented, as required, with receipts identifying the date and time the expenses were incurred, the location and the purpose of the travel or expense. The SCAG President or SCAG's Executive Director or his/her designee must approve travel reimbursement requests without receipts in the case of lost or partial receipts.

G. Travel Policy for Other Elected Officials and/or Appointed Members of SCAG Committees and Task Forces

(1) Other elected officials (those not serving as Representatives of Regional Council Members) and appointed members of SCAG committees and task forces will generally not be asked to travel on behalf of SCAG except for meetings within the SCAG Region. The provisions of Section F above shall apply to any travel outside of the SCAG Region that is requested by SCAG.

(2) Other elected officials and appointed members of SCAG committees may be reimbursed for travel expenses to meetings held within the SCAG Region if they are not reimbursed or

1 provided a stipend from a public agency other than SCAG. Reimbursement will be limited to:
2 (a) parking validation or actual parking costs; and (b) costs of round-trip public transportation
3 or round-trip mileage at the prevailing federal mileage reimbursement rate. All such travel
4 reimbursement requests will require complete documentation of all expenditures and will be
5 approved by the SCAG President or SCAG's Executive Director or his/her designee. Travel
6 reimbursement requests that do not have appropriate documentation must be approved by the
7 SCAG President or SCAG's Executive Director or his/her designee.

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ARTICLE IX

APPROVAL AND REPORTING THRESHOLDS AND DELEGATION OF

APPROVAL AUTHORITY

The following paragraphs identify those items that require approval by or reporting to the Executive/Administration Committee and the Regional Council and describe the process by which the Regional Council and the Executive Director may delegate approval authority to identified individuals.

A. Contracts - Any SCAG contract valued at or above \$200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG contract valued at more than \$25,000 but less than \$200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the contracts by SCAG's Executive Director or his/her designee.

B. Contract Amendments – Any amendment to a SCAG contract, whose value alone or when added to all prior amendments exceeds \$75,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any amendment to a SCAG contract whose value alone or when added to all prior amendments exceeds \$5,000 but is less than \$75,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the amendments by SCAG's Executive Director or his/her designee.

C. Purchase Orders - Any SCAG purchase order valued at or above \$200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG purchase order valued at more than \$5,000 but less than \$200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the purchase order by SCAG's Executive Director or his/her designee.

1 **D. Fines and Penalties** – Payment of any fine or penalty imposed upon SCAG in an
2 amount equal to or greater than \$10,000 must be approved before payment by the
3 Executive/Administration Committee and the Regional Council.

4 **E. Claims and Litigation Matters** – All claims made against SCAG and all litigation threats
5 and lawsuits filed against SCAG must be reported to the Executive/Administration Committee
6 and the Regional Council as soon as practical and before any significant SCAG response is
7 undertaken. Litigation initiated by SCAG shall not commence without the approval of the
8 Executive/Administration Committee and the Regional Council. Unless otherwise directed by
9 the Regional Council, all claim and litigation settlements negotiated on behalf of SCAG must be
10 approved by the Executive/Administration Committee and the Regional Council.

11 **F. Employee Settlements** – The Executive Director or his/her designee may negotiate and
12 approve employee termination settlements whose value does not exceed 12 months of salary
13 and related benefits and which must be in accord with applicable state law. Settlements in
14 excess of this limit shall require approval by the Executive/Administration Committee and the
15 Regional Council.

16 **G. Grant Applications** – The Executive Director or his/her designee is authorized to submit
17 grant applications to funding agencies for projects or activities that are consistent with SCAG's
18 Mission.

19 **H. Delegation of Approval Authority by the Regional Council** – By formal action taken at
20 a regular or special meeting, the Regional Council may delegate to the
21 Executive/Administration Committee or the Executive Director any of the approval authorities
22 assigned to the Executive/Administration Committee and the Regional Council and described
23 in this Article.

24 **I. Approval Authority of the Executive Director**

25 The Executive Director is authorized to approve on behalf of SCAG all matters and items
26 described in this Article that are below the thresholds requiring Executive/Administration
27 Committee and Regional Council approval or that are delegated to the Executive Director by
28 the Regional Council. The Executive Director, in writing, may delegate to the Chief Operating

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Officer or any other SCAG Director or Manager the authority to approve any item for which the Executive Director has approval authority.

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ARTICLE X

CALIFORNIA PUBLIC RECORDS ACT

A. General - SCAG is committed to transparency and to the complete and timely implementation of the requirements of the California Public Records Act (California Government Code Section 6250 et seq.). Accordingly, it is the policy of SCAG to respond to a request for a copy of a reasonably-described, identifiable public record with minimal delay and, in accordance with the timelines identified in the law unless the law provides an exemption from disclosure. SCAG staff shall work with any requesting party to assist in identifying public records. Only legal and reasonable restrictions shall be placed on requests for voluminous classes of documents or documents in electronic formats.

B. Compilations – SCAG is not required to develop a list or record from an existing record or database or to develop a new record in order to respond to a request. SCAG shall endeavor to provide materials available from a database to satisfy a request but shall not commit the expenditure of resources to supply materials beyond what is required by law.

C. Digital Imagery Data – Requestors who seek digital imagery data that has been collected or prepared under SCAG's oversight or control shall be provided with paper copies of the data in order to ensure that the accuracy of the data is maintained. If such data is requested in an electronic format, SCAG may condition the release of the data on a written agreement that will prohibit the resale or publishing of the data.

D. Exempt Records – Requests for records that are determined by SCAG to be confidential, privileged or otherwise exempt from disclosure shall be denied. SCAG shall make available reasonably segregated non-exempt portions of records when possible and if requested to do so.

E. Requests to Inspect Files – Public Records shall be open to inspections during SCAG's business hours at SCAG's headquarters in downtown Los Angeles. An appointment should be requested in writing along with a description of the records to be inspected. SCAG staff shall take those steps necessary to ensure that no inspected records are altered, removed or

1 destroyed. If photocopies of inspected records are required, SCAG staff shall arrange for the
2 copies to be made and provide them within 10 business days.

3 **F. Fees** – The Public Records Act allows SCAG to be reimbursed for the direct costs of
4 providing copies of public records. The Chief Finance Officer of SCAG shall determine the
5 fees that are allowed by law and such fees will be due and payable in advance. Such fees may
6 be waived or reduced at the discretion of the Executive Director or the Chief Financial Officer.

7 **G. Public Records in Private Email Accounts or on Private Electronic Devices** – The
8 California Supreme Court has determined that emails and text messages related to the conduct
9 of the public's business sent and received on the private electronic devices of public officials,
10 employees and contractors are subject to disclosure as public records under the California
11 Public Records Act. Communications that are primarily personal and contain no more than
12 incidental discussions of the business of SCAG are not public records. Communications that
13 are in the possession of a SCAG contractor may be considered owned by SCAG and in
14 SCAG's constructive possession based on the terms of the contractual relationship between
15 SCAG and the contractor. Until and unless further guidance is provided by the courts, when
16 SCAG receives a request for public records that may reside on the electronic device of a public
17 official, employee or a SCAG contractor, SCAG will communicate the request to such
18 individuals along with guidance on the requirements of the California Public Records Act and
19 the time constraints associated with the request. SCAG will then reasonably rely upon such
20 public official, employee or contractor to search his/her own personal files and devices and
21 provide any public records to SCAG in timely fashion.

22 **H. Public Record Requests Applicable to SCAG Representatives** – When SCAG
23 receives a public record request applicable to one or more SCAG Representatives, SCAG staff
24 shall, to the extent allowed by law or regulation, provide notice of the request to the involved
25 SCAG Representatives and provide a copy of any materials to be provided in response to the
26 public record request if desired by the involved SCAG Representatives.

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Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210
Agenda Item No. 5
Thursday, May 3, 2018

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Art Yoon; Director of Policy & Public Affairs; (213) 236-1840;
artyoon@scag.ca.gov



Subject: SCAG Memberships and Sponsorships

RECOMMENDED ACTION:

Approve

EXECUTIVE SUMMARY:

At its meeting on March 20, 2018, the Legislative/Communications & Membership Committee (LCMC) recommended approval of up to \$5,000 in memberships for FuturePorts.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan, Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

BACKGROUND:

Item 1: FuturePorts

Type: Membership **Amount:** \$5,000

FuturePorts was established in 2005 and serves as a voice for their members in the goods movement supply chain in order to advocate for balance between business, environment, and community concerns at the San Pedro Bay Ports (Ports of Los Angeles and Long Beach). Their members represent the entire goods movement supply chain, including businesses that support the goods movement industry, as well as labor and trade unions that work at the ports. Their objective is to ensure a healthy economic and environmental future supporting green growth at the ports. In the dozen years since it was founded, FuturePorts has positioned itself as a leader in the movement for rational and balanced growth, representing business interests at both the Ports of Los Angeles and Long Beach commission meetings; Los Angeles and Long Beach city council meetings; public hearings; and other community events. They write letters, provide outreach, and engage the support of other business organizations and stakeholders as we work toward common goals of growing and greening our ports.

SCAG has been a sponsor of the annual FuturePorts conference in the past, but the growing importance of goods movement to the Southern California economy is making it increasingly necessary for the agency to maintain its ability to effectively participate in dialogue and discussion on such an important facet of the region's economy.

SCAG staff is recommending that the agency maintain membership in FuturePorts. This unique membership/sponsorship package, in the amount of \$5,000, includes both membership dues as well as sponsorships of the following FuturePort events:

- Sponsorship of the annual FuturePorts conference at the "Gold Level," which includes:
 - o Ten (10) conference registrations;
 - o Full page black and white advertisement in the Conference Program;
 - o A six foot exhibitor table;
 - o Logo listing on all promotional materials (advertising, flyers, website);
 - o Logo listing on PowerPoint "loop" during breaks; and
 - o Verbal recognition at event.
- Sponsorship of the Fall VIP Reception
- Sponsorship of the Monthly Luncheon

FISCAL IMPACT:

\$5,000 for memberships is included in the approved FY 17-18 General Fund budget.

ATTACHMENT(S):

None

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Agenda Item No. 6
Thursday, May 3, 2018

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Art Yoon; Director of Policy & Public Affairs; (213) 236-1840;
artyoon@scag.ca.gov

A handwritten signature in blue ink, appearing to read "Howard Khuth", is written over the "EXECUTIVE DIRECTOR'S APPROVAL" text.

Subject: AB 1901 (Obernolte) – California Environmental Quality Act:
Exemption: Roadway Projects

RECOMMENDED ACTION:

Support

EXECUTIVE SUMMARY:

The California Environmental Quality Act (CEQA), until January 1, 2020, exempts a project or an activity to repair, maintain, or make minor alterations to an existing roadway, if the project or activity is carried out by a city or county with a population of less than 100,000 persons to improve public safety and meets other requirements. AB 1901 (Obernolte) would extend this exemption to January 1, 2023. At its meeting on April 17, 2018, the Legislative/Communications & Membership Committee (LCMC) recommended that the Regional Council adopt a "support" position on AB 1901.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan, Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

BACKGROUND:

CEQA requires a lead agency to prepare and certify the completion of an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment.

At present, CEQA, until January 1, 2020, exempts a project or an activity to repair, maintain, or make minor alterations to an existing roadway, if the project or activity is carried out by a city or county with a population of less than 100,000 persons to improve public safety and meets other requirements. The original sunset date of this particular exemption was January 1, 2016, which was set by AB 890 (Chapter 528, Statutes of 2012). AB 323 (Chapter 52, Statutes of 2015) pushed the exemption's sunset date to January 1, 2020.

AB 1901

Introduced by Assemblymember Jay Obernolte (R-Hesperia) on January 22, 2018, AB 1901 would extend the aforementioned CEQA exemption to January 1, 2023.

As this exemption applies only to existing roadways in rural areas of the State of California, the types of repairs, maintenance, and/or safety enhancements that would be completed typically have few, if any, environmental impacts. Extending this exemption could result in savings in both cost and time for cities and counties.

AB 1901 was heard in the Assembly Committee on Natural Resources and was passed (Ayes: 8; Noes: 1; Abstain: 1) to the Committee on Transportation on April 16, 2018. No hearing date has been scheduled at this time.

Prior Committee Action

Staff presented AB 1901 to the LCMC at its meeting on April 17, 2018, after which the LCMC voted to forward a support recommendation to the Regional Council. Support for AB 1901 is consistent with Regional Council-adopted policy and legislative priorities to not only support CEQA reform to expedite and streamline both project development and delivery, but to also support measures that provide CEQA relief or streamlining for the development of transportation, transit-oriented, infill, and/or housing projects.

ATTACHMENT(S):

None

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Agenda Item No. 7
May 3, 2018

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Art Yoon; Director of Policy & Public Affairs; (213) 236-1840;
artyoon@scag.ca.gov

A handwritten signature in blue ink, appearing to read "Howard Khuth", is written over the "EXECUTIVE DIRECTOR'S APPROVAL" text.

Subject: AB 1905 (Grayson) – Environmental Quality: Judicial Review:
Transportation Projects

RECOMMENDED ACTION:

Support

EXECUTIVE SUMMARY:

Assembly Bill (AB) 1905 would, in an action or proceeding seeking judicial review under the California Environmental Quality Act (CEQA), prohibit a court from staying or enjoining a transportation project that would reduce total vehicle miles traveled, that is included in a sustainable communities strategy, and for which an environmental impact report has been certified, unless the court makes specified findings. Staff presented AB 1905 to the Legislative/Communications & Membership Committee (LCMC) at its meeting on April 17, 2018, after which the LCMC recommended a "support" position to the Regional Council.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan, Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

BACKGROUND:

The California Environmental Quality Act (CEQA) requires a lead agency to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that the agency proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if the agency finds that the project will not have a significant effect. The act establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to the act.

Senate Bill (SB) 375, also known as the Sustainable Communities and Climate Protection Act of 2008 requires that the California Air Resources Board (ARB) set regional targets for greenhouse gas (GHG) emissions reductions from passenger vehicle use. Each of California's metropolitan planning organizations, of which SCAG is one, must prepare a Sustainable Communities Strategy (SCS) that, if implemented, would allow the region to meet its emission reduction targets. Both the SCS and individual projects contained in SCAG's Regional Transportation Plan (RTP) are subject to

environmental review under CEQA, which requires an Environmental Impact Report (EIR), public input, and the consideration of various alternatives.

According to a multi-year study of CEQA litigation entitled “In the Name of the Environment” (<https://bit.ly/2qslgQX>) conducted by Holland & Knight LLP, the most frequent targets of CEQA lawsuits—infill development, transit, and renewable energy projects—are designed to advance California’s environmental policy objectives. Transit projects, specifically, are the most commonly targeted type of public infrastructure project, notwithstanding legal mandates to establish and improve transit service to reduce congestion, improve air quality, and reduce GHG emissions. While CEQA is an important tool for ensuring that projects benefit the environment and the surrounding communities, duplicative litigation is not. Once projects have met ARB’s stringent SCS standards, been included in a Regional Transportation Plan, and produced an EIR, it is counterproductive and harmful to the state’s climate and infrastructure goals to allow additional lawsuits to impede their timely completion.

AB 1905

This bill would prohibit a court from stopping construction on a transportation project if the project reduces total vehicle miles traveled, is included in a sustainable communities strategy, and for which an environmental impact report has been certified. These projects have already been evaluated for environmental impacts at both the regional and project level, and have been certified by ARB to significantly reduce GHG emissions.

By removing barriers to projects with established environmental benefits, AB 1905 would allow transportation infrastructure to be built faster, bringing tangible benefits to our communities and helping California to achieve its ambitious climate goals.

AB 1905 was heard in the Assembly Committee on Natural Resources on April 16, 2018, but, at the request of the author, the bill did not receive a vote. The author requested more time to engage the bill’s supporters and opponents on crafting a measure that attracts broader consensus.

Prior Committee Action

Staff presented AB 1905 to the LCMC at its meeting on April 17, 2018, after which the LCMC voted to forward a support recommendation to the Regional Council. Support for AB 1905 is consistent with Regional Council-adopted policy and legislative priorities to support CEQA reform to expedite and streamline both project development and delivery, support measures that require transparency in CEQA litigation and eliminate duplicative CEQA lawsuits, and support measures that provide CEQA relief or streamlining for the development of transportation, transit-oriented, infill, and/or housing projects.

ATTACHMENT(S):

None

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210
Thursday, May 3, 2018
Agenda Item No. 8

To: Regional Council (RC)

From: Joseph Silvey, General Counsel, jsilvey@bwsllaw.com;
(949) 265-3411

Subject: Executive Director's FY 2017-18 Performance Evaluation

RECOMMENDED ACTION:

For Information Only – Completed Performance Evaluation Forms Due May 25, 2018.

EXECUTIVE SUMMARY:

Article V.C.(3)(b) of SCAG's Bylaws indicates that the Executive/Administration Committee (EAC) shall complete the Executive Director's annual Performance Evaluation no later than the regularly scheduled June meeting of the RC. The EAC undertakes its evaluation using input from the representatives of the members of the RC, which will account for eighty percent of the Executive Director's Performance Evaluation Score. The EAC will also use input from members of the Executive Team and this input will account for twenty percent of the Executive Director's Performance Evaluation Score. For this year's evaluation process, Executive Director Performance Evaluation Forms along with a copy of this memorandum and all supporting materials will be provided electronically to the members of the RC (unless facsimile or mail is requested) after the close of the General Assembly). Completed Evaluation Forms must be submitted no later than 5 pm on Friday, May 25, 2018, so that they may be included in the summary materials that will be provided to the EAC at its scheduled meeting on June 7, 2018.

STRATEGIC PLAN:

This activity is in accord with SCAG's Strategic Plan, Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce; Objective (d) Define the Roles and Responsibilities at all levels of the organizations.

BACKGROUND:

Each year, the EAC undertakes a Performance Evaluation of the Executive Director using input from the RC. The EAC will also be provided with input from members of SCAG's Executive Team that works closely with the Executive Director. The input from the RC will account for eighty percent of the Executive Director's Performance Evaluation Score and the input from the Executive Team will account for twenty percent of the Executive Director's Performance Evaluation Score. The Executive Director's Performance Evaluation Score will be used in the calculation of any discretionary merit salary increase or staff bonus that may be awarded to the Executive Director.

As a representative of a member of the RC, you will be asked to complete an Evaluation Form, a copy of which will be provided to you electronically (unless you request mail or facsimile delivery). You will also receive copies of the Executive Director's Duties and Responsibilities and his 2017-2018 Work Plan. To assist you in completing the Evaluation Form, the Executive Director has summarized his most significant accomplishments in 2017-201 and this summary will also be provided to you.

Each completed Evaluation Form should be submitted to SCAG's General Counsel using one of the confidential methods described below. Summarized numerical results from all of the Evaluation Forms will be provided to the EAC by the General Counsel along with a summary of all written comments but without any source attribution or identification. All of the materials provided to the General Counsel and any summary materials created by the General Counsel will be considered confidential and will not be made available to the public or discussed outside of the closed session meeting that is used for the Executive Director's Performance Evaluation. It is expected that the EAC will meet with the Executive Director in closed session as part of the Performance Evaluation. It is also expected that some or all of the summary materials and results developed by the General Counsel for consideration by the EAC will be confidentially provided to the Executive Director.

Each completed Evaluation Form should be considered confidential and may be submitted to the General Counsel using any one of the following confidential procedures:

1. Hand Deliver a hard copy of the Evaluation Form to: **Tess Rey-Chaput, Office of Regional Council Support**, using a sealed envelope marked, "**Confidential, Deliver to General Counsel;**" or
2. Mail a hard copy of the Evaluation Form to: **Tess Rey-Chaput, SCAG, 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017**, in a sealed envelope marked, "**Confidential, Deliver to General Counsel;**" or
3. Complete an electronic (fillable) version of the Evaluation Form and email to the General Counsel at his law office email address: jsilvey@bwsllaw.com; or
4. Fax the Evaluation Form to the General Counsel at the following secure facsimile number: **(949) 863-3350**.

Questions regarding the Performance Evaluation process should be directed to the General Counsel at the email address listed above or to him by phone at (949) 265-3411.

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Agenda Item No. 9
Thursday, May 3, 2018

To: Regional Council (RC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Art Yoon; Director of Policy & Public Affairs; (213) 236-1840;
artyoon@scag.ca.gov

A handwritten signature in blue ink, which appears to read "Howard K. Huth", is written over the "EXECUTIVE DIRECTOR'S APPROVAL" text.

Subject: May 2018 State & Federal Legislative Update

STATE

Special Election Update

On April 3, 2018, voters in California Assembly Districts 39, 45, and 54 went to the polls for a special election to fill the vacant seats left by former Assemblymembers Raul Bocanegra, Matt Dababneh, and Sebastian Ridley-Thomas, respectively.

Assembly District 39

Covering the Los Angeles neighborhoods of Arleta, Lake View Terrace, Mission Hills, North Hollywood, Pacoima, Sun Valley, Sunland-Tujunga, Sylmar, and the City of San Fernando, this race had six (6) candidates all vying for the seat. Luz Maria Rivas, a former Public Works Commissioner for the City of Los Angeles, received 42.9% of the vote, while Ricardo Antonio Benitez, a small business owner, garnered 20% of the vote. Both candidates advanced to the run-off election to be held on June 5, 2018.

Assembly District 45

In the 45th Assembly District, covering the Los Angeles neighborhoods of Canoga Park, Encino, Northridge, Reseda, West Hills, Winnetka, Woodland Hills, Tarzana, and the cities of Calabasas and Hidden Hills, seven (7) candidates all vied to fill the seat. Jesse Gabriel, a constitutional rights attorney, garnered 32.7% of the vote, while Justin Clark, a student at Cal State University Northridge, received 25% of the vote. Both Gabriel and Clark will advance to a run-off scheduled for June 5, 2018.

Assembly District 54

In the 54th Assembly District, covering most of West Los Angeles and the cities of Culver City and a portion of Inglewood, Sydney Kamlager-Dove won the special election outright with 70% of the vote, preventing a run-off election in June. Kamlager-Dove was sworn in on April 16, 2018.

California High-Speed Rail Authority Draft 2018 Business Plan and Proposed Budget

During the month of April, the California State Legislature held three extensive hearings on the California High-Speed Rail Authority's (CHSRA) Draft 2018 Business Plan and the Governor's proposed FY 2018-2019 budget for the Authority. SCAG Executive Director Hasan Ikhata was invited to attend and testified at two of the hearings held by the Assembly Committee on Transportation on April 2, 2018 and the Assembly Budget Subcommittee #3 on Resources and Transportation on April 11, 2018. At both hearings, Mr. Ikhata was joined on a panel with Executives from Caltrain to discuss and update the Committees on the status of the Southern and Northern California "bookend projects." This opportunity to testify follows a SCAG letter on March 29, 2018 to the CHSRA Chief Executive Officer Brian Kelly that emphasized the importance and necessity to fully fund the 2012 Southern California High-Speed Rail Memorandum of Understanding (MOU) with SCAG and the agency's transportation partners. Since the MOU was signed, the CHSRA has only committed funding for two Southern California Projects: \$18 million in Cap-and-Trade funds for a Los Angeles Union Station Development project (improvements to accommodate expanded regional and inter-city rail service and high-speed rail trains) and \$76 million in Proposition 1A funds for the Rosecrans/Marquardt grade separation project in Santa Fe Springs. The revised CHSRA Business Plan (<http://bit.ly/2vwEko1>) now prioritizes the funding commitment of \$423 million for the top-ranked MOU project, the Union Station run-through tracks. While this new funding commitment is welcome, SCAG reemphasized the need for CHSRA to help secure the remaining funding from non-Proposition 1A sources for critical rail infrastructure projects to deliver the balance of CHSRA's \$1 billion commitment to Southern California.

The Budget Act of 2012 appropriated \$5.8 billion (\$2.6 billion Proposition 1A and \$3.2 billion federal funds) for the Initial Construction Segment (ICS) of the high-speed rail project, as well as \$1.1 billion for the Proposition 1A Bookend projects. This budget authority expires on June 30, 2018, unless the Legislature extends the budget authorization in the FY 2018-19 budget. The Governor, as part of his FY 2018-19 budget, has requested a re-appropriation of \$1.6 billion through June 30, 2022 of which \$ 1.0 billion in Proposition 1A funds would be earmarked towards the remaining bookend projects in both Southern and Northern California. Of this amount, \$423 million remains available for additional Southern California project(s). The Transportation Budget Subcommittees have considered the Governor's request and is expected to take final action in May.

2018 State Highway Operations and Protection Program Submitted to California State Legislature

The California Department of Transportation (Caltrans) submitted its 2018 State Highway Operations and Protection Program (SHOPP) to the California State Legislature on April 8, 2018. The 2018 SHOPP is the state highway system's "fix-it-first" program that funds safety improvements, emergency repairs, the repair and preservation of the state highway system, and some highway operational improvements. The four-year \$18 billion program contains nearly 1,000 projects and covers the fiscal years from 2018-2019 to 2021-2022. Due to last year's passage of the Road Repair and Accountability Act of 2017, or SB 1 (Chapter 5, Statutes of 2017), the program has more than \$7 billion in funding

than it did in 2016. While funding for this program is a mixture of federal and state funds, a significant portion will come from the Road Maintenance and Rehabilitation Account created by SB 1. Caltrans will focus on repairing and rehabilitating the state highway system by improving pavement, bridges, culverts and Intelligent Transportation Systems, which are included in the performance requirements of SB 1.

The California Transportation Commission (CTC) adopted the 2018 SHOPP at its meeting on March 22, 2018, clearing the way for it to be submitted to the California State Legislature. The 2018 SHOPP is available at the following link: <http://bit.ly/2HCnedw>.

FEDERAL

USDOT to Audit California's High-Speed Rail Project

On April 13, 2018, the United States Department of Transportation (USDOT) announced that it will audit California's High-Speed Rail project. The audit will begin in April and will be done in addition to the audit that is already ongoing by the California State Auditor. The audit will examine the Federal Railroad Administration's oversight of nearly \$3.5 billion in federal grant money awarded to the project. Officials said they will focus their work on assessing risk analysis, assessment, and mitigation efforts, particularly regarding the availability of non-Federal matching funds, business plans, and financial reporting. They will also look into procedures for determining whether Federal funds given to the project complied with Federal laws and regulations.

FHWA Announces Third Funding Cycle of Transportation Technology Grants

On April 18, 2018, the Federal Highway Administration (FHWA) published a Notice of Funding Opportunity (NOFO) allowing agencies to compete for \$60 million in grants through the third funding cycle of the Advanced Transportation and Congestion Management Technologies Deployment Program. The program was created in the Fixing America's Surface Transportation (FAST) Act as a way to improve the performance of U.S. transportation systems, reduce traffic congestion, and improve traveler safety. The agency will be placing greater interest in projects that incorporate intelligent transportation system technologies and bring data together from different systems, such as integrated corridor management, real-time traveler information, and traffic data collection. The program so far has provided \$110 million to 18 projects in 13 states. The NOFO can be viewed at the following link: <http://bit.ly/2HxcEUX>.

FEMA Administrator Testifies on Preparedness Priorities

On April 11, 2018, the Federal Emergency Management Agency (FEMA) Administrator Brock Long testified before the United States Senate Committee on Homeland Security and Governmental Affairs at a hearing titled, "FEMA: Prioritizing a Culture of Preparedness." During the testimony, Administrator Long provided the Committee with an overview of FEMA's work during the historic 2017 disaster season, including lessons learned by the agency and plans for improving disaster response and mitigation for future catastrophic events. In particular, he reviewed the challenges

FEMA faced in 2017 when responding to Hurricanes Harvey, Irma, and Maria and simultaneously battling the overwhelming wildfires that burned hundreds of thousands of acres of land—and the ensuing mudslides-- in California.

During the hearing, Administrator Long also discussed the role of local governments in responding to disasters, and specifically highlighted how many local governments coordinate with neighboring jurisdictions to solve problems on their own when their capacity has been overwhelmed. Further, he explained that FEMA's ability to provide support in disasters builds on and is subject to the capacity of state, territorial, tribal and local governments' ability to respond to natural disasters. In closing his remarks, Administrator Long shared FEMA's recently released 2018-2022 Strategic Plan, which includes three major themes: building a culture of preparedness, readying the nation for catastrophic disasters and reducing the complexity of FEMA. FEMA's 2018-2022 Strategic Plan can be viewed at the following link: <http://bit.ly/2HAiIMw>.

The full transcript of Administrator Long's testimony is available at the following link: <https://bit.ly/2EU9FR2>.

Southern California Association of Governments
Renaissance Indian Wells Resort & Spa
44-400 Indian Wells Lane, Indian Wells, CA 92210

Agenda Item No. 10
Thursday, May 3, 2018

To: Regional Council

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Basil Panas, Chief Financial Officer; (213) 236-1817;
panas@scag.ca.gov

A handwritten signature in blue ink, appearing to read "Horacio Hernandez", is written over the "EXECUTIVE DIRECTOR'S APPROVAL" text.

Subject: CFO Monthly Report

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 7, Objective B: Maximize Efficiency and Effectiveness in Resource Allocation to Maintain Adequate Working Capital, Appropriate Reserves, and Investments, and Utilize Resources in a Timely and Responsible Fashion.

AUDITS

We continue to respond to requests for information from the Caltrans auditors concerning their audit of SCAG's incurred costs and Indirect Cost allocation Plan for FY15.

SCAG's outside independent auditors, Vavrinek, Trine, Day and Co., performed their interim audit work in April and will return in September to perform their fieldwork.

MEMBERSHIP DUES:

As previously reported, all agencies have renewed their FY18 memberships. There are two cities that remain non-SCAG members.

BUDGET & GRANTS (B&G):

In April, B&G staff prepared the FY 2018-19 Final Comprehensive Budget in the amount of \$90.3 million for approval by the Regional Council at today's meeting. The Comprehensive Budget includes the OWP Budget and General Fund Budget. The OWP is SCAG's core regional transportation planning document and annual work program.

On April 10, 2018, staff received Federal approval for Amendment 5 to the FY 2017-18 Overall Work Program (OWP) from Caltrans. Amendment 5 included programming \$1.2 million of SB 1 competitive grants awarded to SCAG: 1) \$942,600 from the Adaptation Planning Grant Program to prepare a comprehensive framework to support regional climate adaptation planning, address climate change vulnerabilities, and provide implementation tools for local jurisdictions; and 2) \$312,510 from the Sustainable Transportation Planning Grant Program to develop a forecasting tool to better analyze long range demand for ADA paratransit services in the SCAG region.

During the month of April, staff also prepared the 3rd Quarter OWP Progress Report to Caltrans for the period of January 1 – March 30, 2018. The report provides a status update of the activities in the FY 2018-19 OWP. The report will be submitted to Caltrans by April 30, 2018.

CONTRACTS:

In March 2018, the Contracts Department issued two (2) Request for Proposals (RFP's); awarded three (3) contracts; issued two (2) contract amendments; and processed 44 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 95 consultant contracts. Contracts staff continued to negotiate better pricing and reduced costs for services. During March 2018 over \$55,876 in budget savings was realized, bringing the FY18 total to \$288,851.

ATTACHMENT:

March 2018 CFO Monthly Status Report



Office of the Chief Financial Officer

Monthly Status Report

MARCH 2018

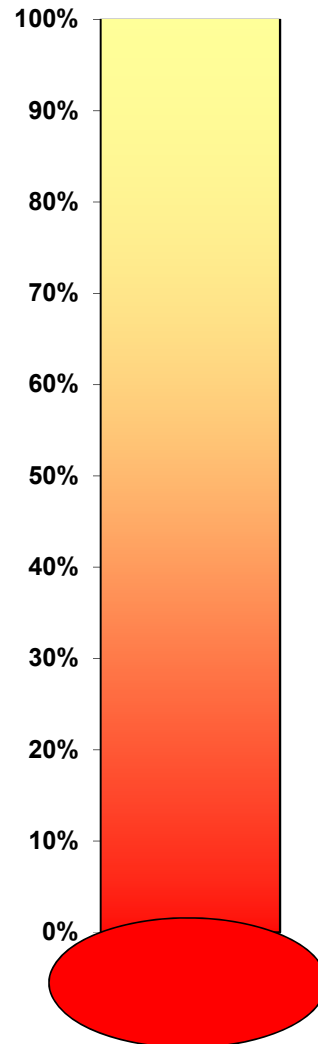
OVERVIEW

As of April 18, 2018, 195 cities and counties had renewed their memberships; zero cities had yet to renew, and there were two cities in the SCAG region still being recruited for membership.

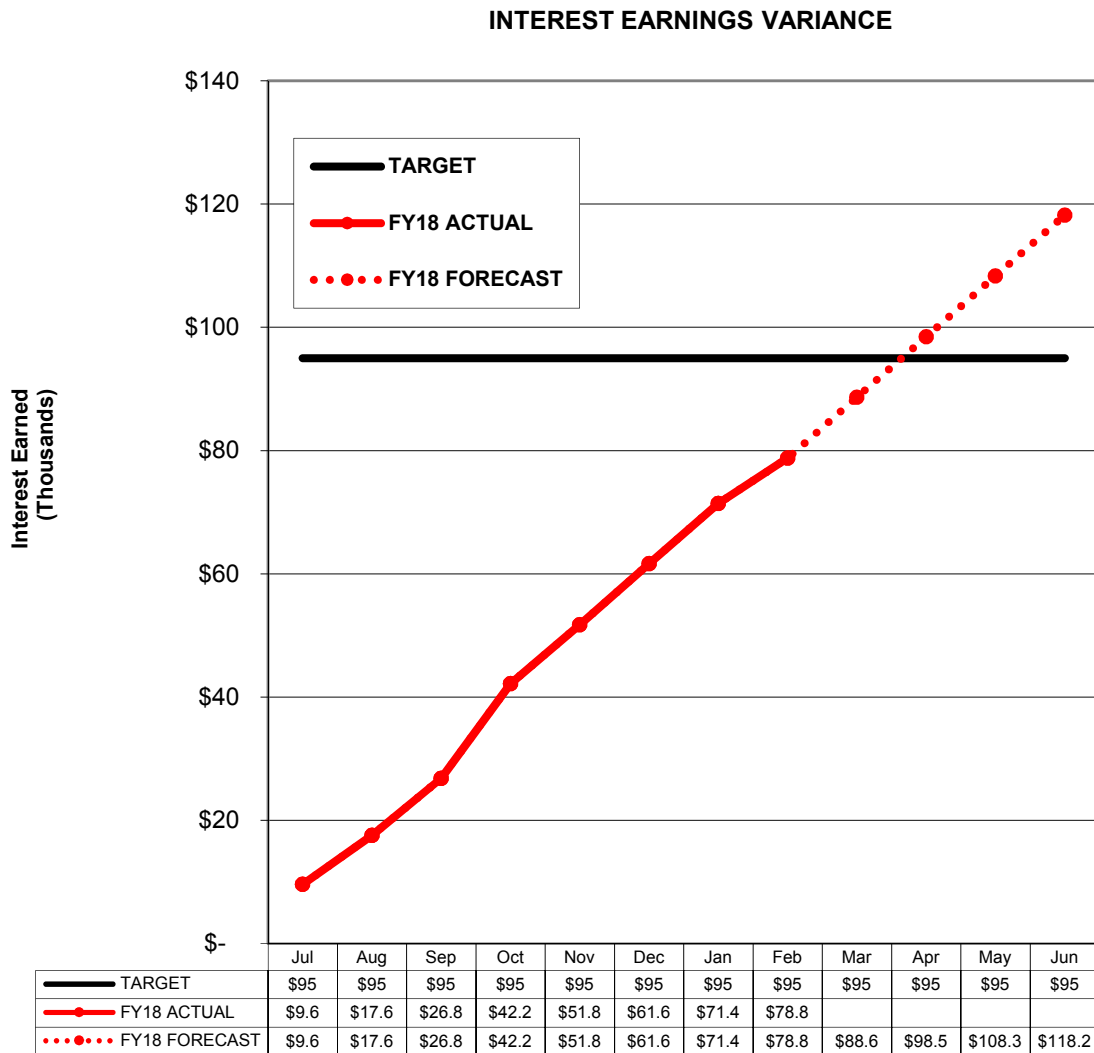
SUMMARY

FY18 Membership Dues	<u>\$ 1,974,303</u>
Total Collected	<u>\$ 1,986,186</u>
Percentage Collected *	<u>100.60%</u>
Exceeds 100% because ICTC joined during the year.	

FY18 Membership Dues Collected



Office of the CFO
Interest Earnings Variance



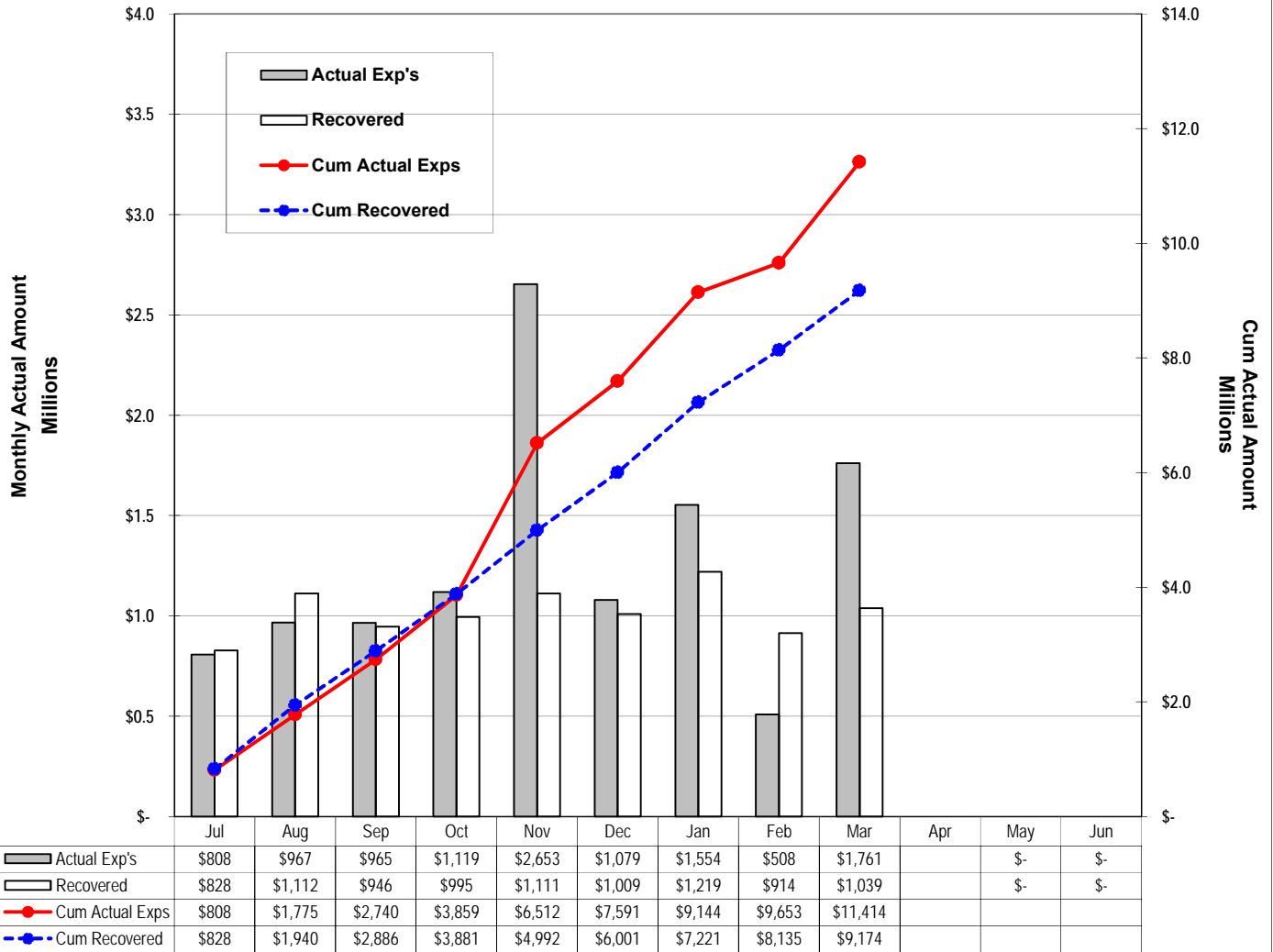
OVERVIEW

Actual interest income is plotted against the target amount. The amount credited to SCAG's account through February was \$78,794. The LA County Pool earned 1.68% in February.

SUMMARY

The amount projected for FY18 is \$118,190, which is \$23,190 more than the target.

FY18 INDIRECT COST & RECOVERY



OVERVIEW

A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

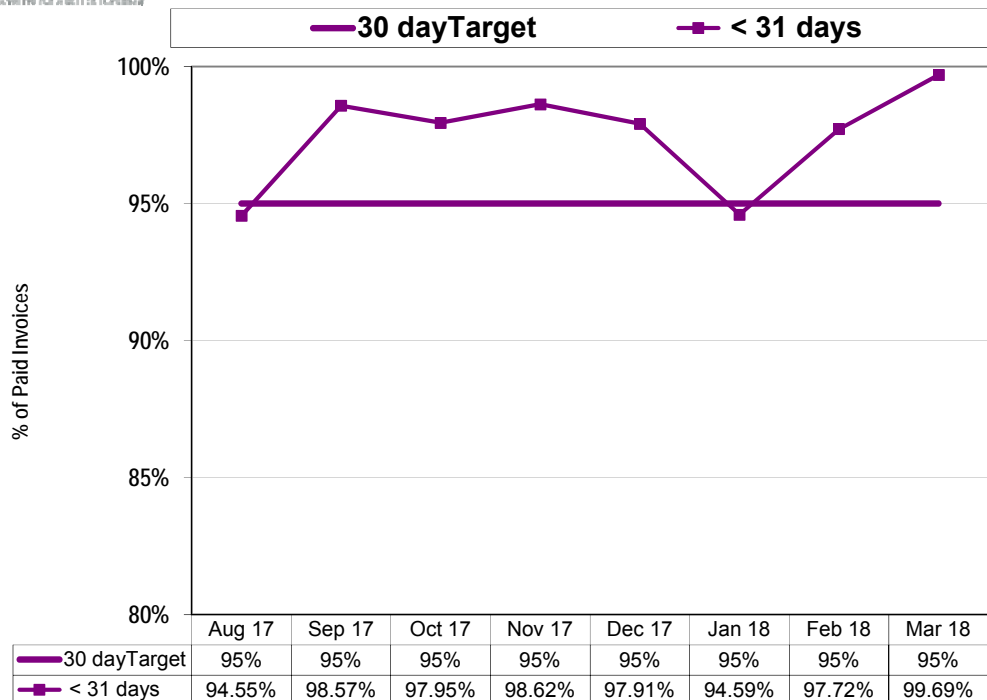
SUMMARY

Through March 2018, SCAG was under-recovered by \$2,240,368. This was because: \$1.3 million of furniture and AV equipment for 900 Wilshire was expensed as Indirect Cost; overall labor budget under-runs caused \$0.7 million of IC under-recovery; and \$0.4 million of the lease obligation payment of \$1,555,787 for the LA Office at 818 W. 7th Street is still to be amortized.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was met.

SUMMARY

99.69% of March 2018's payments were made within 30 days of invoice receipt.

At month-end, 38 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

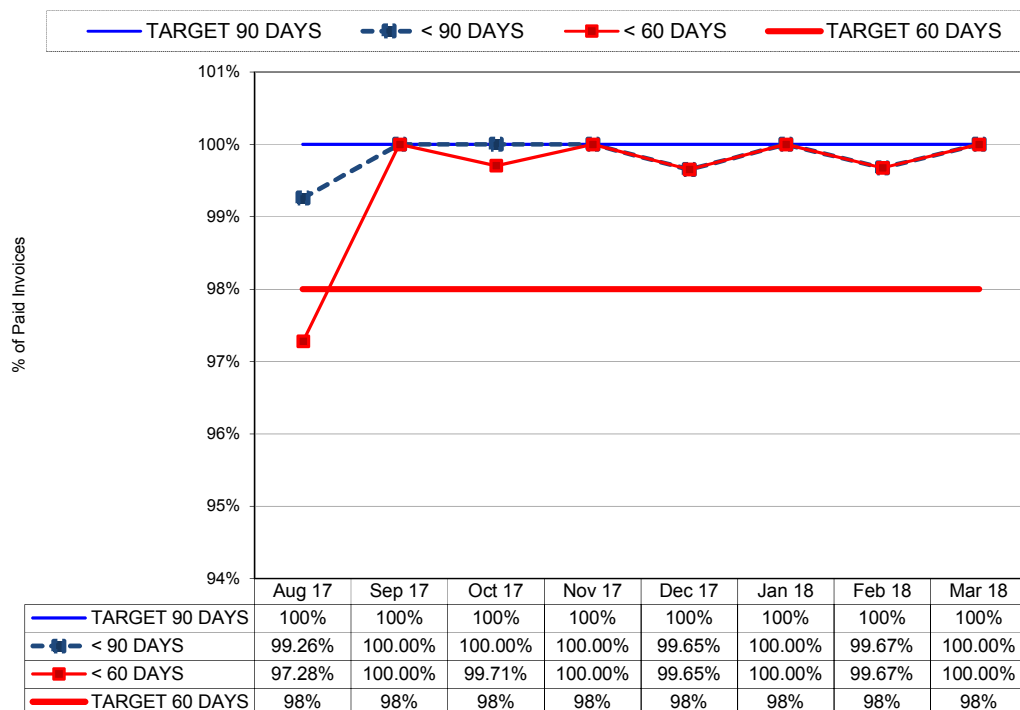
The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

These goals were met during this period.

100.00% of March 2018's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 11; 60-90 days: 1; >90 days: 1.

INVOICE AGING





Office of the CFO
Consolidated Balance Sheet

		2/28/2018	3/31/2018	Incr (decr) to equity	COMMENTS
1					
2	Cash at Bank of the West	\$ 1,023,685	\$ 4,901,429		
3	LA County Investment Pool	\$ 5,516,394	\$ 4,639,841		
4	Cash & Investments	\$ 6,540,079	\$ 9,541,271	\$ 3,001,192	Collected \$2.6 million in AR and AP increased \$0.3 million
5					
6	Accounts Receivable	\$ 8,234,609	\$ 5,637,663	\$ (2,596,945)	Received \$2.6 million form Caltrans
7					
8	Other Current Assets	\$ 5,005,736	\$ 4,335,838	\$ (669,897)	March saw an IC under-recovery of \$722K
9					
10	Fixed Assets - Net Book Value	\$ 1,231,475	\$ 1,231,475	\$ -	No change (balance shown is as of previous year-end as full fixed asset accounting is done annually)
11					
12	Total Assets	\$ 21,011,898	\$ 20,746,247	\$ (265,651)	
13					
14	Accounts Payable	\$ (236,745)	\$ (544,700)	\$ (307,955)	Accounts payable activity increased
15					
16	Employee-related Liabilities	\$ (497,994)	\$ (591,123)	\$ (93,128)	Feb had eight days of unpaid working days, March had ten
17					
18	Deferred Revenue	\$ (151,020)	\$ (119,972)	\$ 31,048	Match on Vernon, SBCTA projects was drawn down
19					
20	Total Liabilities and Deferred Revenue	\$ (885,759)	\$ (1,255,794)	\$ (370,035)	
21					
22	Fund Balance	\$ 20,126,139	\$ 19,490,453	\$ (635,686)	
23					
24					
	WORKING CAPITAL				
		2/28/2018	3/31/2018	Incr (decr) to working capital	
25					
26	Cash	\$ 6,540,079	\$ 9,541,271	\$ 3,001,192	
27	Accounts Receivable	\$ 8,234,609	\$ 5,637,663	\$ (2,596,945)	
28	Accounts Payable	\$ (236,745)	\$ (544,700)	\$ (307,955)	
29	Employee-related Liabilities	\$ (497,994)	\$ (591,123)	\$ (93,128)	
30	Working Capital	\$ 14,039,949	\$ 14,043,111	\$ 3,163	



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through March 31, 2018

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	406,555	227,542	77,411		150,131	34.0%
2	51001 Allocated Indirect Costs	335,223	203,680	69,291		134,389	34.0%
3	54300 SCAG Consultants	295,850	453,031	420,705	0	32,326	92.9%
4	54340 Legal costs	105,000	105,000	78,325	16,675	10,000	74.6%
5	55310 F&F Principal	-	115,650	41,592		74,058	36.0%
6	55315 F&F Interest	-	23,934	5,103		18,831	21.3%
7	55320 AV Principal	-	65,652	-		65,652	0.0%
8	55325 AV Interest	-	17,382	-		17,382	0.0%
9	55441 Payroll, bank fees	12,500	12,500	6,975		5,525	55.8%
10	55510 Office Supplies	25,000	25,000	12,672	7,328	5,000	50.7%
11	55600 SCAG Memberships	21,250	51,250	50,217	600	433	98.0%
12	55610 Professional Membership	11,500	11,500	9,403	619	1,479	81.8%
13	55730 Capital Outlay	1,300,000	1,141,257	900,383	0	240,874	78.9%
14	55830 Conference - Registration	15,000	13,000	-		13,000	0.0%
15	55860 Scholarships	32,000	32,000	20,000		12,000	62.5%
16	55910 RC/Committee Mtgs	25,000	25,000	16,002	5,998	3,000	64.0%
17	55912 RC Retreat	5,000	5,000	166		4,834	3.3%
18	55914 RC General Assembly	500,000	500,000	62,800	10,344	426,857	12.6%
20	55915 Demographic Workshop	18,000	18,000	5,041	0	12,959	28.0%
21	55916 Economic Summit	80,000	100,500	100,378		122	99.9%
22	55918 Housing Summit	40,000	20,000	-		20,000	0.0%
23	55920 Other Meeting Expense	45,000	80,000	57,113	0	22,887	71.4%
24	55930 Miscellaneous other	12,000	29,000	28,953	-	47	99.8%
25	55940 Stipend - RC Meetings	215,925	215,925	126,020	79,905	10,000	58.4%
26	56100 Printing	10,500	5,500	102	2,371	3,027	1.9%
27	58100 Travel - outside SCAG region	44,500	54,500	45,701	0	8,799	83.9%
28	58101 Travel - local	25,500	25,500	24,326	0	1,174	95.4%
29	58110 Mileage - local	21,500	21,500	13,142	0	8,358	61.1%
30	58200 Travel - Reg Fees	1,000	5,000	4,858		142	97.2%
31	58800 RC Sponsorships	135,000	135,000	127,790		7,210	94.7%
32	Total General Fund	3,738,803	3,738,803	2,304,471	123,839	1,310,493	61.6%
33				-			
34	Staff & Fringe Benefits	14,739,246	15,224,155	10,171,275		5,052,880	66.8%
35	51001 Allocated Indirect Costs	12,153,156	13,627,541	9,104,308		4,523,233	66.8%
36	54300 SCAG Consultants	11,184,241	27,228,396	3,347,154	6,646,876	17,234,365	12.3%
37	54360 Pass-through Payments	3,525,186	18,880,791	7,215,939	6,079,905	5,584,947	38.2%
38	55210 Software Support	247,231	297,231	226,749	58,485	11,997	76.3%
39	55280 Third Party Contribution	3,250,173	3,489,808	2,285,297		1,204,511	65.5%
40	55620 Resource Materials - subscrib	653,040	653,040	269,294	209,222	174,524	41.2%
41	55730 Capital Outlay		1,100,000	917,172	40,561	142,268	83.4%
42	55810 Public Notices	-	3,500	3,415		85	97.6%
43	55920 Other Meeting Expense	36,158	36,158	1,219		34,939	3.4%
44	55930 Miscellaneous - other	766,300	382,505	60,040	4,015	318,451	15.7%
45	56100 Printing	23,000	23,000	3,264		19,736	14.2%
46	58100 Travel	185,000	190,000	70,756		119,244	37.2%
47	59090 Exp - Local Other		11,170,663	1,363,638		9,807,025	12.2%
48	Total OWP & TDA Capital	46,762,731	92,306,788	35,039,520	13,039,064	44,228,204	38.0%
49				-			
50	Comprehensive Budget	50,501,534	96,045,591	37,343,990	13,162,903	45,538,697	38.9%



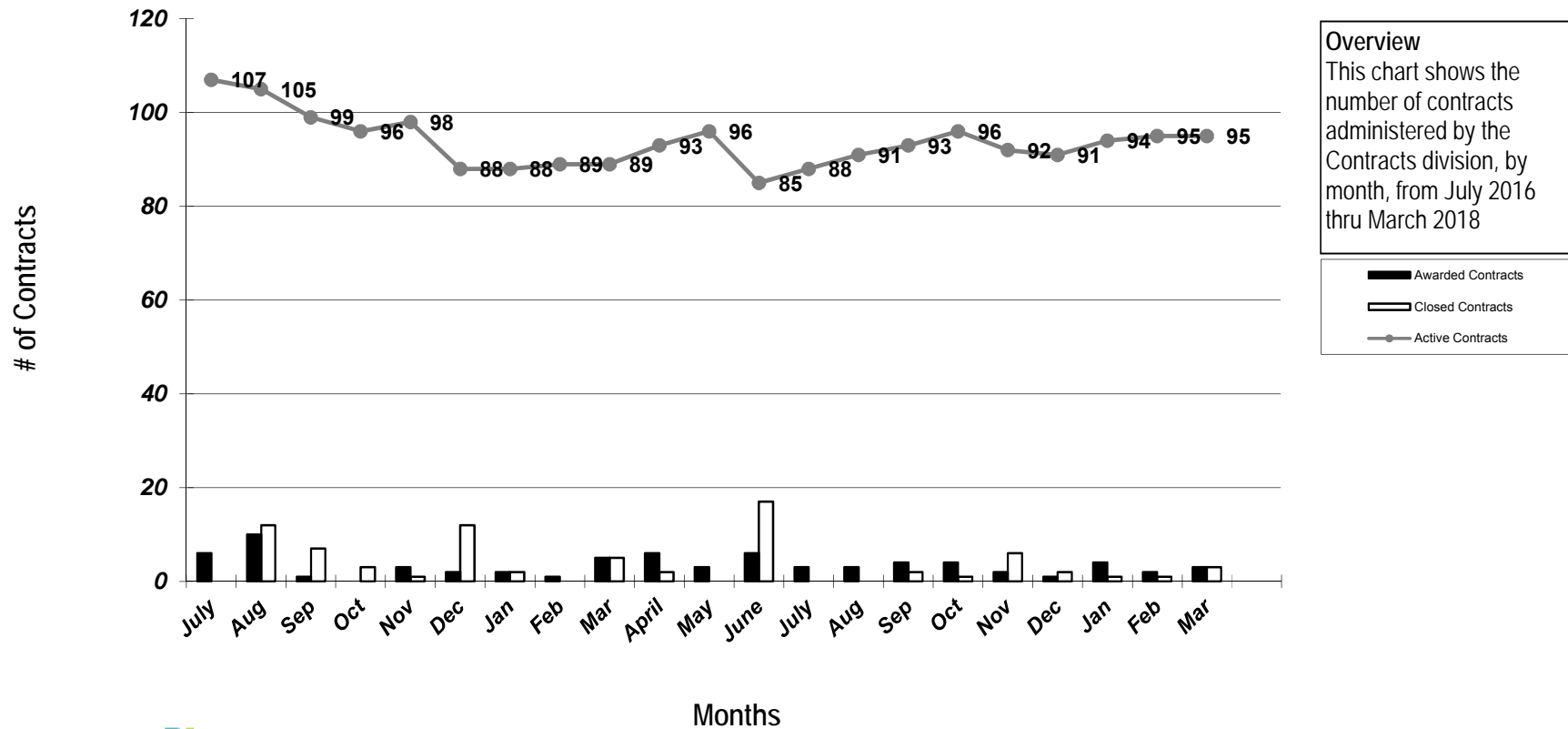
Office of the CFO
Fiscal Year-To-Date Expenditure Report Through March 31, 2018

INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	3,848,626	3,857,614	3,107,690		749,924	80.6%
2	50013	Regular OT	-	6,000	5,151		849	85.8%
3	50014	Interns, Temps, Annuit	119,000	69,000	27,230		41,770	39.5%
4	50030	Severance	-	10,000	6,400		3,600	64.0%
5	51000	Allocated Fringe Benefits	2,962,884	2,961,447	2,420,170		541,277	81.7%
6	54300	SCAG Consultants	240,200	157,700	64,734	32,923	60,043	41.0%
7	54301	Consultants - Other	1,328,995	1,359,750	888,958	371,107	99,685	65.4%
8	54340	Legal	50,000	50,000	25,690	24,310	1	51.4%
9	55210	Software Support	442,916	396,416	282,703	24,039	89,674	71.3%
10	55220	Hardware Supp	66,250	111,754	110,464	0	1,290	98.8%
11	55240	Repair & Maint Non-IT	15,000	17,500	16,851	649	0	96.3%
12	55400	Office Rent 818 Offices	1,230,000	975,000	973,935	1,065	0	99.9%
13	55410	Office Rent Satellite	245,883	169,883	116,645	53,238	0	68.7%
14	55420	Equip Leases	120,000	120,000	63,431	24,904	31,665	52.9%
15	55425	Lease Obligation Payment	-	1,555,787	1,555,787		0	100.0%
16	55430	Equip Repairs & Maint	28,500	28,000	22,475	4,860	665	80.3%
17	55435	Security Services	100,000	75,000	44,740	14,677	15,583	59.7%
18	55440	Insurance	183,373	199,089	146,295		52,794	73.5%
19	55441	Payroll / Bank Fees	17,000	17,000	9,087		7,913	53.5%
20	55445	Taxes	6,200	8,200	4,660	1,340	2,200	56.8%
21	55460	Mater & Equip < \$5,000 *	14,000	65,500	939,899	0	(874,399)	1435.0%
22	55510	Office Supplies	74,300	67,800	40,361	27,438	0	59.5%
23	55520	Graphic Supplies	2,500	2,500	932		1,568	37.3%
24	55530	Telephone	170,000	170,000	139,901	24,697	5,402	82.3%
25	55540	Postage	10,000	10,000	4	9,996	0	0.0%
26	55600	SCAG Memberships	194,900	167,900	76,179	500	91,221	45.4%
27	55620	Res Mats/Subscrip	54,800	53,800	37,570	1,118	15,112	69.8%
28	55700	Deprec - Furn & Fixt	10,000	30,500	30,240		260	99.1%
29	55710	Deprec - Computer Equipment	120,000	120,000	-		120,000	0.0%
30	55715	Amortiz - Software	250,000	213,500	-		213,500	0.0%
31	55720	Amortiz - Leasehold Improvements	37,500	37,500	4,360		33,140	11.6%
32	55725	Fixed Asset Write-Down	-	16,000	15,548		452	97.2%
33	55800	Recruitment Notices	20,000	20,000	10,135		9,865	50.7%
34	55801	Recruitment - other	38,000	38,000	17,617	15,383	5,000	46.4%
35	55810	Public Notices	2,500	2,500	-		2,500	0.0%
36	55820	Training	81,500	31,500	-		31,500	0.0%
37	55830	Conference/workshops	15,000	33,250	13,829	820	18,600	41.6%
38	55920	Other Mtg Exp	2,500	2,500	395		2,105	15.8%
39	55930	Miscellaneous - other	1,500	24,021	6,122	6,429	11,469	25.5%
40	55950	Temp Help	38,500	117,000	107,283	9,717	0	91.7%
41	56100	Printing	30,000	39,500	14,089	5,014	20,398	35.7%
42	58100	Travel - Outside	90,500	77,750	19,740		58,010	25.4%
43	58101	Travel - Local	13,300	16,800	7,361		9,439	43.8%
44	58110	Mileage - Local	18,300	32,300	18,133		14,167	56.1%
45	58200	Travel - Reg Fees	-	35,000	21,173		13,827	60.5%
46	Total Indirect Cost		12,294,427	13,570,261	11,413,967	654,224	1,502,071	84.1%

* Furniture and AV equipment purchased for 900 Wilshire which did not qualify for capitalization

SCAG Contracts (Year to Date)



Summary

The chart shows that the Contracts Department is managing 95 active consultant contracts. Thirty-Nine of these are Cost Plus Fixed Fee contracts, 15 are fixed price contracts, and the remaining 41 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 10 contracts for FY 2017-18. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

Office of the CFO
Staffing Report as of April 1, 2018



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive	6	5	1
Legal	2	2	0
Strategy, Policy & Public Affairs	20	14	6
Administration	44	37	7
Planning & Programs	68	65	3
Total	140	123	17

OTHER POSITIONS

GROUPS	Limited Term Positions	Interns or Volunteers	Temp Positions	Agency Temps
Executive	1	0	0	1
Legal	0	0	0	0
Strategy, Policy & Public Affairs	1	2	0	1
Administration	1	4	1	1
Planning & Programs	6	26	0	
Total	9	32	1	3